

KENYA SCHOOL OF GOVERNMENT
PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS
APRIL, 2021

PAPER CODE: 201

ORGANIZATIONS AND FUNCTIONS OF GOVERNMENT

DATE: WEDNESDAY, 30 JUNE 2021

TIME: 2.00 P.M. – 4.00 P.M. (2 HOURS)

INSTRUCTION TO CANDIDATES

1. This paper consists of two sections, A and B.
2. Section A consists of twelve (12) compulsory questions, carrying 40 marks.
3. Section B consists of three (3) compulsory questions, each carrying 20 marks.
4. Answer all questions on the answer booklet provided.

201: ORGANIZATION AND FUNCTION OF GOVERNMENT PAPER BY SYLVIA TALLAM

SECTION A

1. List **four** categories of members that constitute the National Assembly. **(4 marks)**
2. Which of the following options are **three (3)** roles of the Head of Public Service? **(3 marks)**
 - i. Coordinate public servants on behalf of the President
 - ii. Chairs the Public Service Commission (PSC)
 - iii. Ensure that the public service is efficient and effective
 - iv. He/she is appointed by the National assembly
 - v. Secretary to the Cabinet
3. State the **two** levels of Government under the devolved system in Kenya. **(2 marks)**
4. List **four** ways in which county Governments have contributed to the development of vocational education in Kenya. **(4 marks)**
5. Outline **four** roles of the Attorney General in the Kenyan Government. **(4 marks)**
6. Define the term “State Corporation” **(2 marks)**
7. The Teachers Service Commission (TSC) of Kenya is an Independent Commission established under the Constitution of Kenya to manage human resource within the education sector. List **four** requirements for one to be registered as a teacher in Kenya. **(4marks)**
8. Outline **four ways** through which a clerical officer may ensure prudent use of public resources in a public office. **(4 marks)**
9. Define the term “State Officer.” **(2 marks)**
10. List **three** components of the Executive Arm of Government in Kenya. **(3 marks)**
11. List **four** ways in which devolution of the health function has enabled easy access to services by Kenyan citizens. **(4 marks)**
12. Financial Regulation is necessary to ensure stability of the overall financial institutions to minimize risks for consumers and the institutions themselves. List four regulatory agencies in the finance sector in Kenya. **(4 marks)**

SECTION B

13. a) Explain **five** ways through which the National Assembly exercises oversight over other State organs. **(10marks)**
- b) Highlight **five** challenges encountered in devolving Early Children Development Education (ECDE) to the county government. **(10 marks)**
14. a) Outline **ten** tasks of a Clerical officer deployed in the Records Section of a State Department or a parastatal. **(10 marks)**
- b) A city means an area conferred with the status of a city under section 8 of Article 184 of the Constitution. Explain **five** requirements for an area to be classified as a city in Kenya. **(10 marks)**
15. a) Explain **five** functions of Kenya Institute of Curriculum Development (KICD) as a State Corporation in the education sector in Kenya. **(10 marks)**
- b) According to the Constitution of Kenya, Sovereign power belongs to the people and hence Public Participation is a key requirement in the policy making process. Explain **four** ways through which this principle has been put into practice in Kenya. **(10 marks)**