

**KENYA SCHOOL OF GOVERNMENT**

**PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS**

**APRIL 2021**

**PAPER CODE: 401**

**GOVERNANCE AND CIVIL SERVICE REGULATIONS**

**DATE: TUESDAY, 27 APRIL, 2021**

**TIME: 2.00 P.M. – 4.30 P.M. (2½ HOURS)**

**INSTRUCTION TO CANDIDATES**

1. This paper consists of two sections, A and B.
2. Section A consists of **twelve** compulsory questions carrying 40 marks.
3. Section B consists of **four** questions each carrying 20 marks. Answer any **three** questions.
4. Answer all the questions in the answer booklet provided.

## SECTION A: (COMPULSORY)

1. Identify **three** vulnerable groups mentioned in the Constitution that qualify for affirmative action. **(3marks)**
2. List **three** benefits that may accrue to a public officer from preparing an annual work plan. **(3 marks)**
3. State **four** reasons that make it necessary for a country to have a Constitution. **(4marks)**
4. Identify **four** circumstances when a public officer may be said to have committed acts of gross misconduct. **(4marks)**
5. State **four** functions of the Authorised Officer in Human Resource Management under delegated authority. **(4marks)**
6. List **three** methods that may be used to dispose off obsolete Government stores. **(3marks)**
7. Identify **four** principles of good governance that a public sector organization should comply with. **(4marks)**
8. State **three** ways in which the Government may raise revenue internally. **(3marks)**
9. List **three** institutions involved in the management of records in the Public Service. **(3 marks)**
10. All public officers are required to make periodic declaration of income, Assets and Liabilities. Outline **four** benefits that may accrue to the Government from compliance with this requirement. **(4marks)**
11. Define the term " national values. " **(2marks)**
12. A clerical officer was arrested by police on suspicion of having committed a crime. List **three** rights of accused persons available to the officer. **(3 marks)**

**SECTION B: (ANSWER ANY THREE QUESTIONS)**

13. (a) Explain **five** roles of the Controller of Budget in the management of public funds. **(10 marks)**
- (b) Outline **five** rewards that may be awarded to a public officer who has exceeded performance targets during evaluation. **(10marks)**
14. (a) Highlight **five** Values and Principles of Public Service that a newly appointed clerical officer will be required to comply with. **(10marks)**
- (b) The devolved system of governance in Kenya has faced various challenges since its inception. Highlight **five** such challenges. **(10marks)**
15. (a) Explain **four** conditions to be fulfilled by a public officer in order to be confirmed into permanent and pensionable establishment. **(8marks)**
- (b) Outline **six** ways in which a public officer may demonstrate compliance with the requirement for Administrative action in the course of duty. **(12marks)**
16. (a) You are a clerical officer in the registry of a State Department that is largely manual. Highlight **five** challenges of such a system. **(10marks)**
- (b) Highlight **five** conditions that a supplier must fulfill in order to be prequalified as a supplier of goods and services in a public office. **(10marks)**