

**PUBLIC SERVICE COMMISSION**

**PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS**

**SEPTEMBER 2022**

**PAPER CODE: 201**

**ORGANIZATION AND FUNCTIONS OF GOVERNMENT**

**DATE: WEDNESDAY 21<sup>ST</sup> SEPTEMBER, 2022**

**TIME: 2.00 PM – 4.00 PM (2 HOURS)**

**INSTRUCTIONS 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 **three** compulsory questions carrying 20 marks each.
4. Answer all the questions in the answer booklet provided.

**SECTION A: ANSWER ALL QUESTIONS (40 MARKS)**

1. Name **two** organs that constitute the Parliament of Kenya **(2 marks)**
2. State **four** functions of the Judicial Service Commission. **(4 marks)**
3. List **three** functions of the Attorney General in Kenya **(3 marks)**
4. State **four** circumstances under which the office of the Speaker of the National Assembly may become vacant. **(4 marks)**
5. State whether the following National Government office holders are elected or appointed
  - (i) The President
  - (ii) The Chief Administrative Secretary
  - (iii) The Solicitor General
  - (iv) The Clerk of the National Assembly**(4 Marks)**
6. The Parliament may enact legislation to promote representation of marginalised groups. Identify **three** such groups. **(3 marks)**
7. Apart from being a Kenyan citizen, enumerate **four** other qualifications for the post of a Ward Administrator in a County Government. **(4 marks)**
8. State **three** grounds for removal from office of a County Governor. **(3 marks)**
9. State **four** reasons for abolition of a public office. **(4 marks)**
10. From the list below, identify **four** functions which are **not** performed by the County Public Service Board.
  - (i) Establishes public office in a County
  - (ii) Oversees the County Executive Committee
  - (iii) Determines the salaries of members of the County Assembly
  - (iv) Appoints the County Governor
  - (v) Disciplines County public officers
  - (vi) Coordinates the development of County development plans**(4 marks)**
11. Name the parent Ministry of the following State Corporations.
  - (i) Kenya Tourist Development Corporation
  - (ii) Retirement Benefits Authority**(2 marks)**
12. Identify **three** features of a State Corporation. **(3 marks)**

**SECTION B: ANSWER ALL QUESTIONS (60 MARKS)**

13. (a) Covid -19 pandemic is one of the recent threats to national health. Explain **six** measures that the Government employed to safeguard its citizens against this pandemic. **(12 marks)**
- (b) Outline **four** duties of a Principal Secretary in a State Department. **(8 marks)**
14. (a) Explain **five** benefits of using tribunals to solve civil disputes. **(10 marks)**
- (b) Explain **five** benefits of public participation in a County Government development agenda **(10 marks)**
15. (a) Explain **five** benefits of inclusivity in the process of hiring public officers. **(10 marks)**
- (b) Explain **five** ways in which Kenya Industrial Research and Development Institute (KIRDI) promotes the growth of Micro and Small Enterprises. **(10 marks)**