



FIJI PUBLIC SERVICE

EXAMINATION -S

30th August – 2006

PAPER B – THE STATE AND THE PUBLIC SERVICE

**Time: 2.5 Hours {2pm- 4.40pm}
(10 Min Reading Time)**

Total Marks: 100

Instructions to Candidates

1. Ensure that your **index number is written on** the top right hand corner of every sheet of paper you use. Your name **must not** appear anywhere on the answer script.
2. You may use blue or black ink or ballpoint pen. You **must not** use a red pen or pencil and answers written in either of this, the answer script will not be marked.
3. Access to reference materials during the examination is forbidden.
4. Read each question & instruction very carefully. Note the allocation of marks to each question and distribute your time accordingly.
5. **Ten (10) minutes** is allocated to read the questions, thus, you **must not** start writing until you are told.
6. Use of Mobile phone in the class/ hall is not permitted. It should be switched off before the commencement of the exam.
7. Please note that a candidate will be disqualified from sitting or to continue with the examination if one does not comply with the above and other instructions announced by the invigilator.

EXAMINATION S : 30 AUGUST 2006

PAPER B: THE STATE AND THE PUBLIC SERVICE

[ANSWER ALL QUESTIONS FROM THE THREE SECTIONS]

SECTION A: FUNCTIONS OF STATE INSTITUTIONS

Question 1 (10 Marks)

- i) What is the composition and the appointing authority of the Parliamentary Emoluments Commission? Briefly describe its functions.
- ii) List instances where the place of a member of House of Representatives becomes vacant.

SECTION B: GOVERNMENT MINISTRIES & STATUTORY ORGANISATIONS

Question 2 (10 marks)

State the functions of the following statutory bodies:

- a) Training and Productivity Authority of Fiji
- b) Fiji Development Bank
- c) Fiji Islands Revenue and Customs Authority
- d) Public Rental Board

Question 3 (10 marks)

Discuss the relationship between the following:

- i) Ministry of Women, Culture, Social Welfare and the Housing Authority
- ii) Ministry of Finance and the Fiji Development Bank
- iii) Ministry of Public Enterprises and Public Sector Reform and the Department of Water & Sewerage
- iv) The Office of the Prime Minister and the Public Service Appeals Board.

SECTION C: PUBLIC SERVICE ADMINISTRATION

Question 4 (10 marks)

Each position or post in the Civil Service should have a Position Description (PD). What is a Position Description and what are its uses?

Question 5 (10 marks)

Suppose an employee has breached the Public Service Code of Conduct, what forms of disciplinary action can be taken against the officer? [Please list five (5)].

Question 6 (10 marks)

List five (5) instances where request for leave may not be granted.

Question 7 (10 marks)

Suppose an Administrative Officer in your Ministry proceeded on 21 days annual leave and was to have resumed duties on 14th July, 2006. However, the officer, by 26/7/06 had not resumed duties nor informed the office of his/her whereabouts. As an Executive Officer in the Human Resources Section, the officer's Head of Section has informed you of this.

- i) What action would you take immediately and what other action will you need to take regarding this case.
- ii) What important information will you look at or should take into consideration when processing such cases?

Question 8 (10 marks)

Under the Partnership Agreement signed between Government, the Public Sector Unions and the Confederation of Public Sector Unions, Government has agreed to 2% payment in lieu of PMS/Merit Payment for 2004.

- i) Which officers will this payment apply to?
- ii) Which officers will this payment not apply to?

Question 9 (10 marks)

What is the basic difference between the Public Service Code of Conduct and the Public Service values? List at least five (5), each of the Public Service Code of Conduct and the Public Service Values.

Question 10 – (10 Marks)

List five (5) reasons why the Public Sector Reform was introduced?

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