



FIJI PUBLIC SERVICE

EXAMINATION – S

05th December – 2007

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 material during the exam 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. **Do not** start writing until you are told to do so.
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.

SECTION A : FUNCTIONS OF STATE INSTITUTIONS

Question 1 (10 marks)

- i) What is the composition and the appointing authority of the Electoral Commission? Briefly describe its functions. [5 marks]
- ii) List instances where a person is not qualified for appointment as a member of the Electoral Commission. [5 marks]

Question 2 (10 marks)

- i) What is the appointing authority of the Supervisor of Elections and what are its functions? [8 marks]
- ii) What qualification must a Supervisor of Elections have to be eligible for appointment? [2 marks]

SECTION B: GOVERNMENT MINISTRIES & STATUTORY ORGANISATIONS

Question 3 (10 marks)

State the functions of the following statutory bodies:

- a) National Road Safety Council [2 ½ marks]
- b) Fiji Electricity Authority [2 ½ marks]
- c) Fiji Trade and Investment Bureau [2 ½ marks]
- d) Fiji Visitors Bureau [2 ½ marks]

Question 4 (10 marks)

Briefly explain the relationship between the following:

- a) Ministry of Commerce and the Fiji Trade and Investment Bureau [2 ½ marks]

- b) Ministry of Local Government, Urban Development and Public Utilities and the National Fire Authority (NFA) [2 ½ marks]
- c) Ministry of Fijian Affairs and the Native Lands Trust Board [2 ½ marks]
- d) Ministry of Finance and National Planning and the Fiji National Provident Fund [2 ½ marks]

SECTION C: PUBLIC SERVICE ADMINISTRATION

Question 5 (10 marks)

Explain what you understand by the following:

- a) Strategic Development Plan [2 ½ marks]
- b) Annual Corporate Plan [2 ½ marks]
- c) Business Plan [2 ½ marks]
- d) Individual Work Plan [2 ½ marks]

Question 6 (10 marks)

Suppose a Secretary in your Ministry has proceeded on maternity leave for her sixth confinement and had submitted her sick sheet some two (2) weeks late to your Personnel Section. She has, therefore, been overpaid in the process. As an Executive Officer in the Personnel Section, what course of action would you take?

Question 7 (10 marks)

Government has recently announced that there will be a 10% reduction in the operating costs across the board for all Ministries effective immediately. The Public Service Commission (PSC) has therefore advised Ministries/Departments to put in place certain measures to reduce costs. List those measures and also list what the Ministries should do in liaison with PSC:

Question 8 (10 marks)

What are the objectives of the Public Sector Reform? (List five (5)).

ANSWER ANY TWO (2) OF THE FOLLOWING

Question 9

(10 marks)

List, in order of priority, the five (5) important areas in the merit analysis.

OR

Question 10

(10 marks)

- i) What is EEO and what does it entail?
- ii) What do you think the Public Service can gain from this?

Question 11

(10 marks)

A Clerical Officer, who is the cashier in your Accounts Section, has fraudulently converted \$1,000 of public funds for his own use. What steps would you take to deal with this?

OR

Question 12

(10 marks)

As an Executive Officer in the Ministry for Health's Post Processing Unit, what steps will you need to take to fill a vacant Pharmacist position?

[END]