



FJI PUBLIC SERVICE

EXAMINATION "E": PAPER B

28th AUGUST 2008

THE FJI 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, 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 E
PAPER B – THE FIJI PUBLIC SERVICE

SECTION A: PUBLIC SERVICE PROCEDURES AND REGULATIONS, 1999

Answer only four (4) of the six (6) questions given. Each question is worth 10 marks each.

Question 1:

(10 marks)

Mrs. Joyce Sing a Technical Officer was appointed in Suva and was posted to Nadi as a relieving Technical Officer for a period of six months to replace Ms. Cheryl Deo, a Technical Officer who was granted study leave to enable her to complete her full-time studies at FIT before returning to work.

- (i) What type of allowances is Mrs. Sing eligible to claim on posting and working in Nadi? (5 marks)
- (ii) What is her housing eligibility? (2 marks)
- (iii) In the event of unavailability of quarters, what can the Department do to accommodate Mrs. Sing in Nadi for the duration of her posting? (3 marks)

Question 2:

(10 marks)

As an Administrative Officer, you have been requested to conduct training in your Ministry relating to employment relations issue. Some of the issues highlighted is overtime work, attendances and reporting requirements. Discuss:

- i) Procedures for requesting overtime; (3 marks)
- ii) Attendance and other related issues; (2 marks) and
- iii) What are some of the key elements of reporting requirements at your workplace? (5 marks)

Question 3:

(10 marks)

As an Administrative Officer, you are, requested to provide correct and timely advice to staff relating to human resource and employee related matters. On one such occasion, you have been, asked to advice on the following:

- (i) Whether an officer who has given his 30 days resignation notice can also be granted 30 days leave during the same period; (5 marks) and
- (ii) The process of retiring an officer from the Public Service. (5 marks)

Briefly discuss your advice on the above matters.

Question 4:**(10 marks)**

Mr. Ino, a Clerical Officer has been, alleged to have fraudulently, converted project funds for his own personal use. The Investigation Team report has been received by your Permanent Secretary who has decided to suspend the officer pending further disciplinary actions.

- (i) What are the disciplinary procedures that will be taken at the departmental level; (5 marks) and
 - (ii) List the critical steps that will guide the Head of Department to ensure that such a disciplinary case is fully dispensed with. (5 marks)
-

Question 5:**(10 marks)**

Mr. Tevita Semo, a Senior Executive Officer in the Public Service has taken up a Board of Director position on a part time basis in his family owned Company. He has agreed to a 20 hours work-week inclusive of weekends to dedicate to his Board of Director position.

Discuss what course of action should, Mr. Semo. take under the SES Regulation before accepting this proposal and whether he can make any commitment to the Tagica Investment Group.

Question 6:**(10 marks)**

As an Administrative Officer you are required to provide clarification and interpretation to the staff of your Ministry on issues pertaining to personnel and employee relations issues.

Please discuss in detail who is the appointing authority of the following public office holders and whether these appointments, could be appealed against.

- (i) Chairman Public Service Appeals Board;
 - (ii) Permanent Secretary Finance & National Planning;
 - (iii) Chief Mediator;
 - (iv) Director Employee Relations Division;
 - (v) Chief Accounting Officer.
-

SECTION B:

FINANCIAL MANAGEMENT REFORM & FINANCIAL ADMINISTRATION

PART I. MULTIPLE CHOICE QUESTIONS:

(20 marks)

This section is compulsory. It carries 20 marks (1 mark each). Answer all 20 questions.

Question 1:

"Accounts Payable" are:

- A Money paid to offset loss occurred during an emergency situation;
- B Amounts payable to suppliers or other creditors for the supply of goods, services or works;
- C Direct and controlled accountable advances;
- D Collected from sponsors and overseas donors;
- E Arranged and disbursed leave allowances to qualifying officers

Question 2:

The head of an accounting section in an Agency is called:

- A Accounting Head
- B Director Administration and Finance
- C Section Head
- D Agency Head
- E All of the above.

Question 3:

One of the following is not a principle of responsible financial management

- A To adhere to the secrecy code with relevant accounting standards.
- B To manage revenues and expenditure in such a way as to achieve prudent level of debt;
- C To ensure value for money in the use of money and resources;
- D To manage contingent liabilities in a prudent manner;
- E To manage finances over the medium term on a responsible and transparent basis;

Question 4:

A budget statement is:

- A The estimated budget result for the budget year (as budget surplus or budget deficit)
- B A summary of the outcomes the Government is seeking to achieve in the budget year
- C A summary of any new policy actions to be undertaken and the outcome they are directed at achieving
- D Economic and financial forecasts
- E All of the above

Question 5:

State revenues are: Taxes, fees, fines, penalties, revenue from a sale, insurance recoveries, revenues received or receivable are all called:

- A Taxes/Fees;
- B Revenues received or receivable;
- C Penalties/Fines;
- D Revenue from a sale;
- E All the above.

Question 6:

Departmental warrant is an:

- A Authorization by the Permanent Secretary to purchase goods and services;
- B Authorization given by one agency to another to incur expenditure and sign vouchers on behalf of the issuing agency;
- C Yearly accounting report;
- D Authority given to Permanent Secretaries to grant overtime and honorarium payment;
- E Annual form outlining unauthorized pending payments.

Question 7:

A Budget Focus Group comprises of:

- A The Administration and Accounting officers;
- B Financial planners from the Ministry of Finance;
- C Cabinet Ministers;
- D The Permanent Secretary for Finance and his staff;
- E Senior Management Officials responsible for policy planning and budget preparation for the different departments or divisions within the agency.

Question 8:

Accounts Receivable is:

- A Accounting performed by Chartered Accountants after satisfying laid down rules highlighted by the funding institutions
- B Revenue collected from scholarship fund
- C Monthly financial collection
- D Revenue realized when service is performed;
- E Monthly summary of accounts

Question 9:

Parliamentary Body, Government Company, Department and Statutory Authority are:

- A Non-Government Organizations;
- B Accountable Institutions;
- C Tax exempted authorities;
- D Central Agents;
- E State entities.

Question 10:

What is an accountable advance:

- A It is an advance given on approval, the advance stands charged to personal advance account of the officer;
- B The Chief Accounting Officer must ensure that this advance is recorded in total under the relevant revolving account in the month end return
- C An Officer in an outstation may put in his request to the Chief Accounting Officer by phone and to be followed up in writing
- D A statement of expense must be submitted to the Chief Accounting Officer
- E All of the above.

Question 11:

A new policy framework formulated and implemented by Government to improve accountability and performance in financial management is known as:

- A A policy framework adopted by the Commission to improve performance and accountability for Permanent Secretaries.
- B A paradigm shift to generate much needed revenue for the Public Sector
- C The Financial Management Reform;
- D A policy initiative to improve service to the marginalized sector of society
- E A reform framework adopted to improve standards.

Question 12:

The objectives of the Financial Management Reform is:

- A To curb the demand from public pressure on Government
- B To address inefficiencies and wastage in Government and to be more accountable on how Government spends its money
- C To address malpractice and abuse in Government
- D To follow through the alarming increase of cases cited in the Attorney General's report
- E All the above.

Question 13:

The FMR was necessitated by:

- A The Ministry of Finance so that the central control system works better;
- B The high number of project driven requests;
- C Poor financial management and spending control;
- D Inadequate links between government revenue and budget;
- E Government agencies were more concerned on how they perform rather than the resources allocated.

Question 14:

Property, plant and equipment includes:

- A Office equipment, land, buildings, other infrastructures and furnitures;
- B Computing hardware and networks;
- C Vehicles, vessels and aircraft;
- D Scientific and industrial equipment;
- E All of the above

Question 15:

Output means:

- A Allocated reduced budget;
- B The inflow of economic benefits;
- C The services or product that an agency provides to the community or to Government;
- D Result based performance management system
- E Measures and targets.

Question 16:

Which of the following best describes "employee entitlement"?

- A Commercial, professional or other fees paid to the agency and proportionally shared to the employee;
- B Cost recovery charges imposed by the agency for its health and welfare;
- C Any benefit accruing to an employee as a result of his/her employment;
- D Gifts or bequests received from sponsors and distributed to employees;
- E Insurance recoveries paid to the employee relating to agency assets.

Question 17:

Budget submissions should be clearly linked to:

- A the policy objectives outlined in their Annual Corporate Plan (ACP);
- B The outputs as required by the policy objectives defined in the ACP;
- C Separately showing operating and capital expenditure;
- D Clearly specify the projects and expenditures to be aid funded;
- E All of the above

Question 18:

Goods, services and works required by agencies will be procured by:

- A Issuing purchase orders for any local procurement;
- B Issuing indents to the Controller of Government supplies for any overseas procurements;
- C Executing contract or agreement;
- D Issuing Departmental Warrant;
- E All of the above.

Question 19:

One of the following statement is not true for the payment of revenue:

- A Direct payment to a revenue collector;
- B Through the mail;
- C To a third party on behalf of another agency;
- D The revenue collector's personal account;
- E Direct lodgment into the consolidated fund, for overseas payments.

Question 20:

One of the following is not an instrument to receive revenue:

- A Cash;
- B Cheques from firms or individuals provided they have been guaranteed by any of the local banks;
- C "I owe you" assurance note;
- D Bank Drafts;
- E Money Orders.

PART II: FINANCIAL MANAGEMENT – A GUIDE TO GOOD PRACTICE

SHORT ANSWER QUESTIONS

(10 marks)

This section is compulsory and is worth 10 marks (2 marks each). Candidates are required to answer all the five (5) questions.

Question 1:

(2 marks)

The Financial Management Act, 2004 defines five core principles of responsible financial management for which Permanent Secretaries must have regard to in the management of their Agency.

List three (3) of the five (5) core principles of responsible financial management.

Question 2:

(2 marks)

The FMR program seeks to put in place better financial management practices that adopts performance focus and strengthens accountability brought about through public concern over Government's inefficiencies and wastages as reflected in numerous Auditor-General's Reports as well as reports by international agencies on public expenditure practices in Fiji.

Can you explain how does the FMR hope to bring about these changes?

Question 3:

(2 marks)

An integral part of the Financial Management Reform is a renewed emphasis on accountability for public sector resources. The changes are designed to enhance the existing framework of accountability not only by addressing the traditional issues of compliance, but also by placing greater emphasis on accountability for performance.

As an Administrative Officer, briefly explain the procedures of raising a Purchase Order for an office equipment worth \$20,000.00, the funds for which are provided in the budget?

Question 4:

(2 marks)

Permanent Secretaries are responsible for managing the financial affairs of the agencies for which they have responsibility over. In this regard, they have 12 defined responsibilities they must be mindful of.

Discuss two of the defined financial responsibilities of a Permanent Secretary.

Question 5:

(2 marks)

Write Offs is closely associated with the Board of Survey undertaken by Ministries/Departments in order to discard of a broken-down item.

As an Administrative Officer, explain the process entered into when dealing with items that are "written off".

SECTION C: GOVERNMENT DEPARTMENTS & STATUTORY BODIES AND PRINCIPLES OF SUPERVISION AND MANAGEMENT

PART I. TRUE OR FALSE ANSWERS (10 marks)

This section is compulsory. It carries 10 marks (1 mark each). Candidates are required to answer all 10 questions.

Question 1:

S.26(1) of the Public Service Regulation (1999) requires the Permanent Secretaries for each Ministries and Departments to establish a performance improvement program for their Ministries and Departments. (True/False)

Question 2:

Statutory functions of a Service Commission, means the functions conferred on the Commission by or under the Public Service Act, 1999 or any other Act, other than the Constitution. (True/False)

Question 3:

The Disciplined Services Commission means the Commission continued in existence under section 142(c) of the Constitution and is responsible for the Police, Prisons and the Military Forces. (True/False)

Question 4:

The Civil Service Reform objectives are to improve efficiency, productivity and accountability in the Public Service. (True/False)

Question 5:

A breach of the Public Service Code of conduct by an employee is a ground for disciplinary action under the regulations of the relevant Commission or in the case of a person to whom Part 4 of the constitution applies, for removal under that Part. (True/False)

Question 6:

The purpose of the Senior Executive Services is to attract, develop and retain a group of employees from the SS01 to US01 level within the employee's Ministry, department or parliamentary body. (True/False)

Question 7:

S14(1) of the Public Service Act states that the Public Service Commission must give the public service and the performance of the Com.

2 months after the end of each year, the Minister a report on the state of the Commission during the year. (True/False)

Question 8:

The Commission may employ a person on a contract to perform duties in the Public Service for a fixed term. (True/False)

contract to perform duties in the Public

Question 9:

An employee must be retired from the public service upon reaching 60 years of age. (True/False)

upon reaching 60 years of age.

Question 10:

An appeal by an employee under s26(1) of the Public Service Commission in writing and must be sent to the Chairperson of the Commission. (True/False)

must be sent to the Chairperson of the Commission out clearly and concisely the grounds of appeal against. (True/False)

PART II. SHORT ANSWERS

(10 marks)

This section is compulsory. It carries 10 marks (5 marks each). Candidates are required to answer only two (2) of the four (4) questions given.

Question 1:

Annual Corporate Plan

(5 marks)

Each government agency is required to produce a detailed Annual Corporate Plan (ACP), which should provide information on how government agencies will achieve its outputs and meeting its performance targets identified in the Performance Portfolio Statement (PPS). Please explain:

- i) what do you understand of the term "Performance Portfolio Statement" or "PPS";
- ii) what role does the ACP play in the PPS;

Question 2:

Equal Employment Opportunity & Policy

(5 marks)

PSC Circular No: 14 of 2000 sets out the "Equal Employment Opportunity Policy" for the Public Service which was both approved by the Commission and Cabinet. What do you know of Equal Employment Opportunity or EEO as it is commonly known and who are the EEO groups.

Question 3:

4Es of Management

(5 marks)

A core challenge of the public service is to be responsive to the needs of the public and to deliver the services they require. Permanent Secretaries overarching responsibilities as defined in both the Financial Management Act and the Public Service Act is to oversee that programs are in place to bring about these changes. In so doing, a term called the "4Es of Management" are the key ingredients to a successful public service delivery, as outlined in the FMR booklet titled "A Guide to Good Practice Financial Management, Sept. 2005".

Name the "4Es" and briefly explain two of these.

Question 4:

Strategic Management Plan

(5 marks)

Part of the responsibility of an Administrative Officer is to assist in coordinating the drawing up of the Ministry/Department's strategic and corporate direction.

Discuss what you understand of a "Strategic plan for your Department" and your contribution in participating in such an exercise.

PART III.

ESSAY TYPE ANSWERS

(10 marks)

This section is compulsory. It carries 10 marks. Candidates are required to answer only one (1) of the two (2) questions asked.

Question 1:

(10 marks)

Explain in detail your understanding of the following terms:

- (i) Financial Management Reform;
- (ii) Civil Service Reform;
- (iii) Public Sector Reform; and the
- (iv) Public Enterprise Reform.

Question 2:

(10 marks)

Discuss the principles of "Service Excellence Framework" and the "Performance Management System".

End of paper