

UNIVERSITY OF SWAZILAND
FACULTY OF SOCIAL SCIENCE
BACHELOR OF ARTS (SOCIAL SCIENCE), YEAR 3
FINAL EXAMINATION PAPER: MAY 2005

TITLE OF PAPER: PUBLIC PERSONNEL ADMINISTRATION

COURSE CODE: PA 306

TIME ALLOWED: THREE (3) HOURS

INSTRUCTIONS:

- 1. ANSWER FOUR (4) QUESTIONS;
TWO (2) FROM EACH SECTION**
- 2. ALL QUESTIONS CARRY EQUAL MARKS OF
TWENTY FIVE (25) EACH**

**THIS PAPER IS NOT TO BE OPENED UNTIL THE INVIGILATOR HAS
GRANTED PERMISSION**

SECTION A

QUESTION 1

What do you consider to be the factors that have contributed significantly to the development of the theory and practice of personnel administration? Illustrate your points with examples.

QUESTION 2

Discuss the issue of appointments with regard to:

- Powers of appointment
- Qualifications for appointment
- Procedures that must be followed
- Legal considerations

QUESTION 3

Why have issues of safety and health assumed special significance in recent years both in public and private organizations? In your opinion, what policies and measures constitute best practice in the area of occupational health and safety?

QUESTION 4

Explain the objectives of the financial compensation process and the main determinants of wages and salaries in the organizations you know.

SECTION B

QUESTION 5

What are the three broad categories of accepted reasons for dismissal? Select one of the three categories and discuss fully the criteria that constitute a fair dismissal. In your answer you may refer to the provisions of the relevant Act in Swaziland or any other country you are familiar with.

QUESTION 6

Define Employee Performance Appraisal? Discuss this function with regard to:

- Purpose
- Role of the Human Resource Department
- Key elements
- Problems and constraints with regard to its implementation

QUESTION 7

What do you understand by work-place flexibility? Discuss this concept fully with reference to:

- The different types of work-related flexibility
- The perspective of the employers and
- The perspective of the unions

QUESTION 8

Assess the significance of labour laws and their impact on the employment relationship. Illustrate with examples from your country.