

UNIVERSITY OF SWAZILAND
FACULTY OF SOCIAL SCIENCE
BACHELOR OF ARTS (SOCIAL SCIENCE), YEAR 3
FINAL EXAMINATION PAPER: MAY 2007

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

"People are the single greatest asset at the disposal of the organization and can be a source of competitive advantage if managed effectively". Discuss this statement from a Human Resource Management Perspective.

QUESTION 2

Distinguish between a contract of service and a contract of work. Drawing from relevant sources, discuss the duties of the parties to each other in a contract of service.

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 with which you are familiar.

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

Write an analytical essay on "The regulatory role of the state with regard to labour relations." Illustrate with examples from a country you are familiar with.

QUESTION 8

Distinguish between *distributive bargaining* and *integrative bargaining*. Explain, with the aid of a diagram, the different motives in collective bargaining and how they may be reconciled in relation to any of the aforementioned approaches.