

**UNIVERSITY OF SWAZILAND
FACULTY OF SOCIAL SCIENCE
BACHELOR OF ARTS (SOCIAL SCIENCE), YEAR 3
FINAL EXAMINATION PAPER: DECEMBER 2011**

TITLE OF PAPER: PUBLIC PERSONNEL ADMINISTRATION

COURSE CODE: PA 306

TIME ALLOWED: THREE (3) HOURS

**INSTRUCTIONS: 1. ANSWER FOUR (4) QUESTIONS;
TWO (2) QUESTIONS 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

Assess the essential differences between personnel administration, traditional human resource management and strategic human resource management.

QUESTION 2

Define job design and discuss its main approaches.

QUESTION 3

Distinguish between recruitment and selection and outline the selection process.

QUESTION 4

What are the main causes of accidents and ill health at the workplace?
How do organisations assist their employees in respect of ill health?

SECTION B

QUESTION 5

Discuss the circumstances under which an employer may legitimately dismiss an employee for misconduct. Illustrate your points with examples where applicable.

QUESTION 6

Explain the main differences between the *unitarist*, *pluralist* and *radical* approaches to labour relations by referring to the underlying ideology, approach to trade unions and conflict in the workplace.

QUESTION 7

What are the features of collective bargaining and what are the main collective bargaining strategies?

QUESTION 8

Discuss fully the process of resolving a dispute of right that has been reported in terms of Section 76 of the Industrial Relations Act (as amended).