

**Written test for the post of Administrative Officer Grade 12 – District Hospital
Otjiwarongo, 02 February 2016**

- 1. How do you understand the term confidentiality? (3)**
 - Not to reveal any work related/ official information to unauthorized people.
- 2. Differentiate between Public Service and Public Servant (4)**
 - Public Service is any government institution or Organization/ Ministry that is rendering/ offering the services to the public at large.
 - Public Servant is any government Official / Employee who is entrusted to render/ offer the service to the public at large
- 3. Name three Registers that are kept in Revenue Office (3)**
 - Cash Book
 - Stock Register
 - In- Patient Register
 - Out – Patient Register
 - Inventory Register
- 4. How do you understand the term "Budget"? (2)**
 - It is plan of action which is estimates the expenditures verses the income.
- 5. What control measures will you put in place to control fraud ? (5)**
 - Safekeeping of all the value face books
 - Safekeeping of safe/ strong room keys
 - Daily banking of collected revenue
 - daily collection and deposit
 - safe keeping of money
 - store coupon books in lockable place
 - never give safe key to any one
 - Handing and taking over should take place
- 6. Name five tools that are guiding government of Namibia administration (5)**
 - Public Service Act
 - Public Service Staff Rules
 - Labour Act
 - Treasury Instructions

Administrative Written Test

Wolfgang Guggemos

Administrative Written Test:

Decoding **Administrative Written Test**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Administrative Written Test**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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