

**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 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

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

Administrative Written Test:

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

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