

**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 versus 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

R Barnett



Administrative Written Test:

The Professional and Administrative Career Examination, 1977 **Handbook for Administration of the Individual Training Evaluation Program** United States. Department of the Army, 1984 *An Announcement for Mid-Level Positions in Administrative, Staff, and Technical Services*, 1967 **Guide to Federal Aviation Administration Publications** United States. Federal Aviation Administration, 1988 *Guide to Federal Aviation Administration Publications*, 1990 *Index to Civil Service Commission Information* United States Civil Service Commission, 1977-06 *Administration of the Federal Coal-Mine Safety Act, 1952-62* James Westfield, H. F. Weaver, C. M. Keenan, 1963 *The Book of U.S. Government Jobs* Dennis V. Damp, 2008 Discusses the nature of government jobs civil service hiring procedures types of jobs available examinations the application form working abroad and provisions for people with disabilities **Flight Instructor Question Book, 1986**, 1985 **Policy Development, Curriculum Design, and Administration of Language Education** Zeybek, Gülin, 2024-08-15 In the dynamic of constantly evolving field of foreign language instruction marked by continuous advancements and growing difficulties the need for innovation teamwork and adaptation becomes increasingly apparent When educators politicians and scholars study language education they realize that solving current problems demands a complete and all encompassing strategy Effective foreign language instruction requires a deep understanding of teaching methods proficiency in modern teaching techniques keeping up with technological advancements recognizing cultural influences and understanding the wide ranging effects of policy decisions Within this complex and diverse setting educators have the responsibility of not only teaching language skills but also creating a conducive atmosphere that promotes creativity and facilitates cooperation Policy Development Curriculum Design and Administration of Language Education unites a wide range of voices viewpoints and research methods to illuminate the complex difficulties encountered by language educators The book provides insights that are applicable to different educational policies and ongoing professional development for language instructors Covering topics such as collaborative writing linguistically responsive teachers and second language teaching this book is an excellent resource for scholars researchers language instructors pre service teachers policymakers administrators and more

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