

**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

Communications Officer Written Test

Sasha Hu



Communications Officer Written Test:

Executive Documents, Annual Reports Ohio,1917 **Federal Communications Commission Reports** United States.
Federal Communications Commission,1968 The ETS Test Collection Catalog Educational Testing Service,1987-12
Full-length Practice Examinations for U.S. Army-Navy ,1943 **NOAA Week** ,1974 Railway Signaling and
Communications ,1919 *Technical Writing and Communications* Carlin T. Kindilien,1963 The ETS Test Collection
Catalog ,1995-06-14 *QST* ,1915 *California. Court of Appeal (2nd Appellate District). Records and Briefs* California
(State)., **Supreme Court** , The 2004 Guide to the Evaluation of Educational Experiences in the Armed Services
American Council on Education,American Council on Education Staff,2004 For more than a half century the Guide to the
Evaluation of Education Experiences in the Armed Services has been the standard reference work for recognizing learning
acquired in military life Since 1942 ACE and has worked cooperatively with the US Department of Defense the Armed
Services and the US Coast Guard in helping hundreds of thousands of individuals earn academic credit for learning achieved
while serving their country Marketing/communications ,1898 Law Enforcement Bulletin ,2010 **Montana Code**
Annotated Montana,2011 **Infantry** ,1979 *Commonwealth Of Australia Gazette* Australia,1971 Command at Sea
William P. Mack,Albert H. Konetzni,1982 This classic guide emphasizes the underlying philosophy behind the many rules
regulations and customs that govern the commander of a Navy ship Virtually every subject of relevance to command is
covered in a down to earth informal style from assuming command to relations with subordinate officers and the crew to fleet
operations and combat **Annual Report - National Personnel Authority** Japan. Jinjiin,1952 Court of Appeals ,

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