

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS
EMBU CAMPUS

EXAMINATION FOR THE AWARD OF DIPLOMA IN PUBLIC ADMINISTRATION

LAPA 0111: PROFESSIONAL COMPETENCIES IN PUBLIC ADMINISTRATION

STREAMS: DIP.LAPA

TIME: 2 HOURS

DAY/DATE: TUESDAY 05/12/2017

11.30 A.M. – 1.30 P.M.

INSTRUCTIONS:

QUESTION ONE (COMPULSORY)

Define the following basic terms

- (i) Public administration [2 marks]
- (ii) Competency [2 marks]
- (iii) Decision making [2 marks]
- (iv) Explain four skills required in project management. [4 marks]
- (v) The work field is evolving still. Describe four trends that affect public administration today. [10 marks]
- (vi) Your friend has been offered work as a public administrator. She feels she is not confident enough when making decisions. Encourage her by taking her through the stages of decision making. [10 marks]

SECTION TWO (ANSWER TWO QUESTIONS) – 20 MARKS)

QUESTION TWO

Public administrators perform a wide range of functions. State four of them and explain what each of them entails.

QUESTION THREE

Public administration is the responsibility of governmental agencies. Its functions provide for the well-being of citizens. You as a public administrator are charged with providing well-being of citizens. Giving examples, elaborate what this means and how you would do it.

QUESTION FOUR

Public administration professionals are “problem managers”: professionals who can reach deliberate decisions and can advise about reaching deliberate decisions. Explain five competencies they require to be able to do this.

QUESTION FIVE

Expound on the four main factors which determine the successful implementation of a project.
