

1410/203  
PROJECT DEVELOPMENT MANAGEMENT,  
ECONOMICS AND ADMINISTRATION  
June/July 2020  
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL  
NATIONAL CERTIFICATE IN SOCIAL DEVELOPMENT

PROJECT DEVELOPMENT MANAGEMENT, ECONOMICS AND ADMINISTRATION

3 hours

INSTRUCTIONS TO CANDIDATES

*This question paper consists of FOURTEEN questions in TWO sections; A and B.  
Answer ALL the questions in BOTH sections in the answer booklet provided.  
Maximum marks for each part of a question are as indicated.  
Candidates should answer the questions in English.*

**This paper consists of 3 printed pages.**

**Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.**

**SECTION A: (40 marks)**

*Answer ALL questions in this section.*

1. Outline **four** characteristics of a good filing system. (4 marks)
2. Differentiate between 'on-job' and 'off-job' training of personnel for an organization (4 marks)
3. Explain the meaning of each of the following terms as used in management:
  - (a) coordination;
  - (b) leadership. (4 marks)
4. State **three** reasons for carrying out project evaluation. (3 marks)
5. Identify **four** reasons for project planning in the management of projects. (4 marks)
6. State **four** factors to be considered when establishing a remuneration policy for employees during project implementation. (4 marks)
7. (a) Explain the meaning of the term 'price mechanism' as applied in economics. (2 marks)  
(b) Give **three** ways in which the Government may intervene to influence prices of commodities. (3 marks)
8. State **four** characteristics of an oligopoly market in market oriented economics. (4 marks)
9. Identify **four** differences between 'management' and 'administration'. (4 marks)
10. Give **four** reasons for maintaining proper inventory records during project implementation. (4 marks)

**SECTION B: (60 marks)**

*Answer ALL the questions in this section.*

11. (a) Outline the process of selection and recruitment of personnel during project implementation. (10 marks)
- (b) Highlight five factors that affect the supply of goods. (5 marks)
12. (a) Explain five factors to be considered when delegating duties and responsibilities to subordinates. (10 marks)
- (b) Identify five characteristics of well set objectives during project planning. (5 marks)
13. (a) Explain five problems associated with urbanization in Kenya. (10 marks)
- (b) Describe five functions of budgets. (5 marks)
14. (a) Explain five possible solutions to the problem of poverty in developing countries. (10 marks)
- (b) Outline five factors you would consider when developing a project work plan. (5 marks)

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