**CAT 2 – Resource Management**

**Course:** Diploma in Social Work and Community Development  
**Marks:** 30  
**Time Allowed:** 1 Hour 30 Minutes

**SECTION A: MULTIPLE CHOICE QUESTIONS (1 mark each – 5 Marks)**

1. Which of the following is *not* a function of human resource management?  
   a) Recruitment  
   b) Procurement  
   c) Motivation  
   d) Training
2. One major role of warehouse in logistics is:  
   a) Auditing resources  
   b) Recruiting workers  
   c) Storing goods  
   d) Filling documents
3. In office administration, what is the *primary function* of a filing system?  
   a) Mailing documents  
   b) Sending messages  
   c) Storing and retrieving information  
   d) Calculating payrolls
4. Which of the following is *not* a type of office layout?  
   a) Open office  
   b) Enclosed office  
   c) Landscape office  
   d) Retail office
5. A key role of development partners in resource management is:  
   a) Establishing anti-corruption tribunals  
   b) Providing manpower only  
   c) Empowering communities  
   d) Training office staff

**SECTION B: SHORT ANSWER QUESTIONS (2 marks each – 10 Marks)**

1. State two disadvantages of internal human resource sourcing.
2. Identify two components of logistics and briefly explain them.
3. Outline two characteristics of a good office filing system.
4. Give two functions of a receptionist in office administration.
5. Mention two ways government ensures accountability in resource management.

**SECTION C: STRUCTURED QUESTIONS (15 Marks)**

**Case Study (6 Marks)**

You have been appointed the administrative officer of a new community-based organization. Your tasks include hiring, organizing an office, and setting up a distribution chain.

1. a) Outline two key activities in developing human resources for the new organization. (2 marks)  
   b) Identify two components you would focus on in setting up logistics. (2 marks)  
   c) Suggest two appropriate office layouts for the organization and justify your choices. (2 marks)

**Scenario-Based Essay (9 Marks)**

*The Ministry of Gender and Social Services has partnered with an NGO to support resource utilization in rural areas.*

1. a) Discuss three roles played by the government in this partnership. (3 marks)  
   b) Suggest three contributions of development partners in resource management. (3 marks)  
   c) Propose three ways to ensure transparency in the use of financial and physical resources. (3 marks)