



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF PUBLISHING STUDIES

PUBLISHING PERSONNEL MANAGEMENT

IPU 2124

Part II First Semester Examination Paper

December 2024

This examination paper consists of 2 pages

Time Allowed: 3 hours
Total Marks: 100
Special Requirements: None
Examiner's Name: Dr M.M. Tapfuma

INSTRUCTIONS

1. Answer **FOUR** Questions
2. All Question carry 25 marks each
3. Importance is attached to accuracy, clarity of expression and legible handwriting

MARK ALLOCATION

QUESTION	MARKS
1.	25
2.	25
3.	25
4.	25
5.	25
6.	25

1. With the aid of a diagram, discuss the functional organisation structure in the publishing industry.

15 marks for diagram + 10 marks discussion
Total (25 marks)

2. You are the training officer at ABC Books and have to use on-the-job and off-the-job training methods in the organisation. Identify and describe five examples of each of the training methods mentioned above.

(25 marks)

3. People work to satisfy needs and one of the most important needs is to be content and satisfied with one's work. Discuss **four** job design methods which a publishing company can employ in attempting to enhance job satisfaction in employees.

(25marks)

4. Job analysis is the backbone of human resource management. Outline and discuss five techniques (methods) which can be used to do a job analysis.

(25 marks)

5. ABC Books has experienced exponential growth in the past decade resulting in Management resolving to increase the company's staff establishment. As the Human Resource officer in the organization, draw up a job description and a job specification for a Commissioning Editor for the Humanities Department.

(25 marks)

6. Identify and discuss with examples from the publishing industry, the five functions of human resource management

(25 marks)

END OF PAPER