

ORDER No. **006786** MINFOPRA OF **17 JUL 2019**

To announce a professional competitive examination for recruitment of personnel into the corps of General Administration for the 2019 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM

Mindful of the Constitution;

Mindful of decree No. 75/774 of 18 December 1975 on the Special Rules and Regulations of the corps of General Administration civil servants;

Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and Regulations of the Public Service as amended and supplemented by decree No. 2000/287 of 12 October 2000;

Mindful of decree No. 2011/408 of 9 December 2011 to organize the Government, as amended and supplemented by decree No. 2018/190 of 2 March 2018;

Mindful of decree No. 2012/537 of 19 November 2012 to organize the Ministry of the Public Service and Administrative Reform;

Mindful of decree No. 2018/191 of 2 March 2018 to reshuffle the Government;

Mindful of decree No. 2000/696/PM of 13 September 2000 to fix the General System of Government Competitive Examinations,

HEREBY ORDERS AS FOLLOWS:**Article 1.-** a) A professional competitive examination to recruit into the corps of General Administration civil servants has been announced. The number of available places for the various categories is distributed as follows:

- 25 (twenty-five) **Senior Administrative Officers** of the second grade of the "A" category of the Public Service;
- 25 (twenty-five) **Administrative Officers** of the first grade of the "A" category of the Public Service;
- 15 (fifteen) **Senior Executive Officers** of the second grade of the "B" category of the Public Service;
- 15 (fifteen) **Executive Officers** of the first grade of the "B" category of the Public Service;
- 30 (thirty) **Clerical Officers** of the "C" category of the Public Service.

b) The written part of this examination shall take place on the 23 November 2019 in Yaounde, the only examination centre.

Article 2.- REQUIREMENTS.

Nature of examination	Cat.	Age limit	Seniority required	Remarks
Senior Administrative Officers	A2	50 years at most as at 1 st January 2019 (be born after 31/12/1968).	Five years' effective service in the grade as at 1 st January 2019.	Open for Administrative Officers, category "A1".

Administrative Officers	A1	50 years at most as at 1 st January 2019 (be born after 31/12/1968).	Five years' effective service in the grade as at 1 st January 2019.	Open for Senior Executive Officers, category "B2".
Senior Executive Officers	B2	50 years at most as at 1 st January 2019 (be born after 31/12/1968).	Five years' effective service in the grade as at 1 st January 2019.	Open for Executive Officers, category "B1".
Executive Officers	B1	50 years at most as at 1 st January 2019 (be born after 31/12/1968).	Five years' effective service in the grade as at 1 st January 2019.	Open for Clerical Officers, category "C".
Clerical Officers	C	45 years at most as at 1 st January 2019 (be born after 31/12/1973).	Five years' effective service in the grade as at 1 st January 2019.	Open for Clerical Assistants, category "D".

Article 3.- FILE COMPOSITION.

Candidates' complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-Service Competitive Examinations Service (4th floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service and Administrative Reform, Recruitment and Training Service, not later than **Friday 1st November 2019**. The files shall comprise the following documents:

1. a registration form bearing a CFA 1000 fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service and Administrative Reform or downloaded on the website: <http://www.minfopra.gov.cm>;
2. a certified true copy of birth certificate signed by a competent civil authority;
3. a receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by an EXPRESS UNION official at the place of submission of the application files;
4. a photocopy of the candidate's absorption;
5. a photocopy of the candidate's reclassification, advancement in grade or change of corps instrument, where applicable;
6. a photocopy of the last advancement;
7. an attestation of effective presence;
8. 2 (two) passport-size photographs;
9. an envelop bearing a 500 francs CFA stamp.

N.B:

- All incomplete, late files or files containing documents signed by the Police shall be rejected.

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PRIME MINISTER'S OFFICE	

- The certification of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.

Article 4.- SYLLABUS AND EXAMINATION TIMETABLE.

1. A detailed syllabus for the examination is appended to this order.
2. The written and oral parts of the examination shall be scheduled as follows:
 - a. Written part.

Date	Paper	Time allowed	Time	Coef.	Eliminatory mark
23 November 2019	General Knowledge	4 hrs.	8:a.m. - 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. - 5 p.m.	6	5/20

Candidates are reminded that the latest time to arrive the examination centre is 7 a.m. prompt.

b. Oral part.

Only for candidates who are declared successful in the written part of the examinations for the "A" and "B" categories.

Date	Paper	Time	Coef
To be announced	Interview with a jury	As from 8 a.m.	1
	Language		1

The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

Article 5.- PUBLICATION OF RESULTS.

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Article 6.- This order shall be registered and published wherever necessary.

Yaounde, **17 JUL 2019**



JOSEPH LE
MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM

SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS FOR RECRUITMENT INTO THE CORPS OF GENERAL ADMINISTRATION

A- SENIOR ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE OFFICERS

I - GENERAL KNOWLEDGE

II - TECHNICAL PAPER

1. ADMINISTRATIVE LAW

- General Administrative Law;
- Property Law;
- Public Service law;
- Administrative disputes;
- Public contracts;
- Administrative organization;
- Administrative institutions and public and semipublic enterprises;
- Administrative ethics;
- Public liberties;
- Organization and management principles of services.

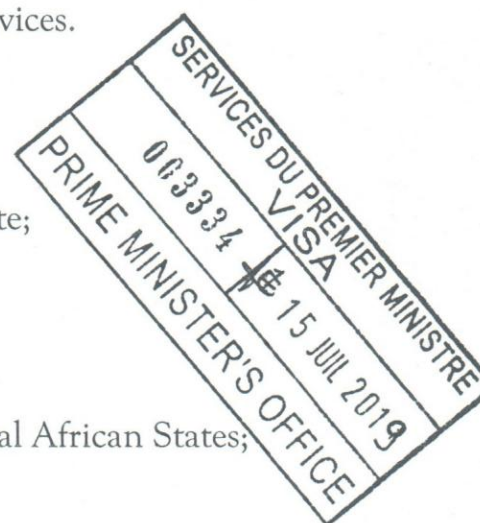
2. CONSTITUTIONAL LAW

- Various systems of government;
- Various types of States;
- Cameroon's constitutions from 1972 up till date;
- The electoral system.

3. PUBLIC FINANCES

4. ECONOMICS

- Economic and Monetary Community of Central African States;
- Cameroon Economy Policy;
- Economy of Developing countries;
- International economy;
- Globalization;
- Monetary policy (Franc zone);
- Fight against poverty;
- International monetary system;
- Pricing policy;
- Competition and monopoly.



B- SENIOR EXECUTIVE OFFICERS AND EXECUTIVE OFFICERS

I. GENERAL KNOWLEDGE

II. TECHNICAL PAPER

1. ADMINISTRATIVE LAW

- General Administrative Law;
- Property Law;

- Public Service law;
- Administrative disputes;
- Public contracts;
- Administrative organization;
- Administrative institutions and public and semi public enterprises;
- Administrative ethics;
- Public liberties.

2. CONSTITUTIONAL LAW

- Various systems of government;
- Various types of States;
- Cameroon's constitutions from 1972 up till date.

3. PUBLIC FINANCES

4. ECONOMICS

- Economic and Monetary Community of Central African States;
- Cameroon Economy Policy;
- Economy of Developing countries;
- Globalization;
- Monetary policy (Franc zone);
- Fight against poverty;
- International monetary system;
- Pricing policy;
- Competition and monopoly.

C. CLERICAL OFFICERS

I. GENERAL KNOWLEDGE

II. TECHNICAL PAPER

1. ADMINISTRATIVE LAW

- General Administrative Law;
- Public Service law;
- Administrative organization.

2. CONSTITUTIONAL LAW

- Various systems of government.

3. PUBLIC FINANCES

4. ECONOMICS

- Fight against poverty.

