

ORDER No. 1/004451 /MINFOPRA OF 03 OCT 2017

To announce a direct competitive examination to recruit 39 (thirty-nine) personnel into the corps of Translation and Interpretation Services civil servants, for the 2017 session.

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,**

Mindful of the Constitution;

Mindful of decree No. 75/770 of 18 December 1975 to lay down the Special Rules and Regulations of the corps of Translation and Interpretation Services 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;

Mindful of decree No. 2011/410 of 9 December 2011 to form the Government;

Mindful of decree No. 2015/434 of 2 October 2015 to reshuffle the Government;

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. 2000/696/PM of 13 September 2000 to fix the General System of Government Competitive Examinations,

**HEREBY ORDERS AS FOLLOWS:**

**Article 1.- a)** A direct competitive examination to recruit personnel into the corps of Translation and Interpretation Services servants have been announced. The number of available places for the various categories is distributed as follows:

- 7 (seven) **Senior Translators** of the second grade of the 'A' category of the Public Service;
- 15 (fifteen) **Translators-Interpreters** of the first grade of the 'A' category of the Public Service;
- 17 (seventeen) **Translators** of the first grade of the 'A' category of the Public Service.

b) The written part of this examination shall take place on the 18 and 19 November 2017 in Yaounde, the only examination centre.

**Article 2.- REQUIREMENTS**

**1. General requirements:**

This examination shall be open to all Cameroonians who fulfil the general requirements for admission to government employment and conditions laid down by the General Rules and Regulations of the Public Service:

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**VISA**  
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Nature of examination	Categories	Required age	Specific conditions
Senior Translators	A2	Be 17 (seventeen) years old at least and 34 (thirty-four) years old at most as at 1 <sup>st</sup> January 2017 (Born between the 01/01/1983 and 01/01/ 2000).	Be holder of both a higher education <b>Bachelor Degree</b> or a recognized equivalent diploma and a <b>Diploma in Translation</b> issued by a national training institution or a foreign or international school

			featuring on a list approved a Prime Minister's order.
Translators-Interpreters	A1	Be 17 (seventeen) years old at least and 34 (thirty-four) years old at most as at 1 <sup>st</sup> January 2017 (Born between the 01/01/1983 and 01/01/ 2000).	Be holder of both the GCE Advanced Level or a recognized equivalent certificate and a Diploma in Translation and Interpretation issued by a national training institution or a foreign or international school featuring on a list approved a Prime Minister's order.
Translators	A1	Be 17 (seventeen) years old at least and 34 (thirty-four) years old at most as at 1 <sup>st</sup> January 2017 (Born between the 01/01/1983 and 01/01/ 2000).	Be holder of both the GCE Advanced Level or a recognized equivalent certificate and a Diploma in Translation issued by a national training institution or a foreign or international school featuring on a list approved a Prime Minister's order.

### **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, Direct and Scholarship Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, Recruitment and Training Service, latest **Friday 3 November 2017**. The files shall comprise the following documents:

1. a registration form bearing a **CFA 1000 francs** fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all its Regional Delegations or downloaded at the following website address: <http://www.minfopra.gov.cm>;
2. a certified true copy of birth certificate signed by a competent civil authority;
3. a certificate of non-conviction;
4. a certified true copy of the required certificate signed by a competent civil authority;
5. an attestation of presentation of original of the required certificate signed by a competent civil authority;
6. a receipt attesting payment of a registration fee of **CFA 15 000 francs** (fifteen thousand) issued by either the Head of the Direct Competitive and Scholarship Examinations Service at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
7. a medical certificate issued by a public sector Medical Officer;
8. 2 (two) passport-size photographs;
9. an envelope bearing a **CFA 500 francs** stamp and the candidate's address

**N.B:**



- State employee candidates governed by the Labour Code who meet the conditions set out in Article 2 shall provide a copy of their contract or decision of employment.
- All incomplete or late files or files containing documents signed by the Police shall be rejected;
- All documents should be certified by competent civil, municipal or legal authorities and not more than 3 (three) months old at the time of submission of file.

**Article 4.- SYLLABUS AND EXAMINATION TIMETABLE**

1. The syllabus for this examination are those of study cycles that have issued the required diplomas
2. The technical papers will dwell essentially on general or purely technical issues and will consist of translation of:
  - a text from French into English;
  - a text from English into French.
3. These papers shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
18 November 2017	General Knowledge	8a.m. – 12 p.m.	4 hrs.	3	5/20
	Technical paper 1	1 p.m. – 5 p.m.	4 hrs.	5	5/20
19 November 2017	Technical paper 2	8 a.m. – 12 p.m.	4 hrs.	4	5/20
	Precis Writing	1 p.m. – 4 p.m.	3 hrs.	3	5/20

4. The latest time to arrive at the examination centre is **7:00 a.m. prompt.**

**Article 5.- ORAL PART OF THE EXAMINATION.**

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 for candidates who have been declared successful in the written part of the examination.

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

**Article 6.- 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 7.-** This order shall be registered and published wherever necessary.

Yaounde,

03 OCT 2017

SERVICES DU PREMIER MINISTRE <b>VISA</b>
006059 26 SEP 2017
PRIME MINISTER'S OFFICE

**THE MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**

