

**ORDER N° 1/001987 / MINFOPRA/OF 11 AVR 2016**

To announce the competitive entrance examination for the recruitment of one hundred and fifty (150) students into cycle "A" of the Administrative Division of the National School of Administration and Magistracy (ENAM), for the 2016/2017 academic year.

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

Mindful of the Constitution ;

Mindful of Law N°99/016 of 22 December 1999 regulating the general rules and regulations governing public establishments and enterprises of the public and semi public sectors ;

Mindful of Decree N°94/199 of 7 October 1994 regulating the general status of the Public Service, together with all the amendments thereto ;

Mindful of Decree N°2005/154 of 6 May 2005 to organize the National School of Administration and Magistracy (ENAM) and the amendments thereto;

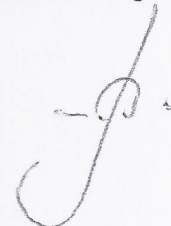
Mindful of Decree N° 2011/408 of 9 December 2011 to organize the Government ;

Mindful of Decree N°2011/410 of 09 December 2011 to reshuffle the Government ;

Mindful of Decree N° 2012/537 of 19 November 2012 to organize the Ministry of the Public Service and Administrative Reform;

Mindful of Decree N°2000/696/PM of 13 September 2000 regulating the general rules and regulations for government Competitive Entrance Examinations,

Mindful of Order N°004831/MINFOPRA of 10 October 2012 regulating Studies and Schooling in the Administrative and Financial Divisions of the National School of Administration and Magistracy;



## HEREBY ORDERS AS FOLLOWS:

**Article 1:** (1) A competitive entrance examination for the recruitment of **one hundred and fifty (150)** students into Cycle "A" of the Administrative and Financial Divisions of ENAM, is hereby announced for the 2016/2017 academic year.

(2) The number of available places is distributed as follows:

SECTION	Number of places		
	External candidates	Internal candidates	TOTAL
General Administration	(55) fifty five	(5) five	60
Economy and Finance	(15) fifteen	(5) five	20
Labour Administration	(15) fifteen	(5) five	20
Social Affairs Administration	(40) forty	(10) ten	50

3) The syllabus for the examination is appended to this order.

(4) The choice of section shall be made by the candidates while depositing their examination files.

**Article 2.** The examination shall be open to all Cameroonians who meet the following conditions:

(1) **For External Candidates:**

- fulfil the general requirements for employment into the Public Service as well as the conditions laid down by the general rules and regulations of the Public Service ;
- be holder of a bachelor's degree issued by a university or a higher institution in Cameroon, including professionals bachelor's degree in law sciences, economics sciences and management, or any equivalent diploma issued by a foreign university;
- be holder of a professional degree delivered by a recognised University;
- be thirty two (32) years of age, at most, as at 1st January 2016.



(2) For internal candidates:

- be civil servant of the "B" category of the corps of General Administration, Finance, Prices, Weights and Measures; or Labour, who have served for at least five years at that grade as of 1st January 2016 ;
- be forty-five (45) years of age at most, as of 1st January 2016.

Article 3 : (1) Application forms are obtainable from ENAM 's website [www.enam.cm](http://www.enam.cm).

(2) Examination fees stand at FCFA 15 000 (fifteen thousand francs) for external candidates and FCFA 25.000 (twenty-five thousand francs) for internal candidates.

(3) Examination fees shall be paid to the Accounting Officer of ENAM for those who deposit in the Centre or the Regional Delegations of the Ministry of the Public Service and Administrative Reform for the others, against a receipt attesting payment of the said fees.

(4) All documents shall be deposited in ENAM or the Regional Delegations of the Ministry of the Public Service and Administrative Reform excluding those of the Centre Region.

(5) Application forms shall be deposited in ENAM for those who deposit in the Centre or the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than Wednesday, 25<sup>th</sup> May 2016.

(6) The documents required are as follows :

- a certified true copy of the required academic certificate ;
- an attestation of the presentation of the original of the required certificate signed by the Governor or the Senior Divisional Officer ;
- an attestation of presentation of the original of the G.C.E. A/L or an equivalent diploma ;
- a receipt attesting payment of the registration fee, issued by the Accounting Officer of ENAM for those in the Centre or by the Regional Delegates of the Ministry of the Public Service and Administrative Reforms for the others ;
- a certificate of non-conviction of not more than three (03) months issued by the competent Judicial authorities ;
- A medical certificate of not more than three (03) months on the date the application form is deposited and signed by a medical doctor of a public hospital ;



*J.* 3

- a certified true copy of a birth certificate typed and signed by the competent administrative or council authorities ;
- for internal candidates, a valid authorisation to sit the competitive entrance examination issued by the Minister of the Public Service and Administrative Reform as well as an absorption or reclassification instrument.

**N.B. All incomplete files or files containing fake or falsified documents shall be rejected.**

(7) The lists of candidates authorized to sit for the competitive entrance examination shall be pasted at ENAM on Friday 10<sup>th</sup> june 2016 at the latest.

The publication of the list shall serve as individual notification to candidates.

**Article 4 :** (1) The written part of the examination which shall take place at the Yaoundé Centre (ENAM)only, shall be done according to the following schedule :

**a) Common core**

**- General Knowledge**

Duration: 4 hours, coeff. 3

Date: Saturday, 11<sup>st</sup> june 2016 ; from 7:30am to 11:30am

**- Public Law**

Duration: 4 hours, Coeff. 4

Date: Saturday, 11<sup>st</sup> june 2016 ; from 1:00pm to 5:00pm

**- Economics**

Duration: 4 Hours, Coeff. 4

Date: Sunday, 12 june 2016 ; from 7:30am to 11:30am.

**b) Specialised Papers**

Duration: 3 hours, Coeff. 05

Date: Sunday, 12 june 2016 ; from 1:00pm to 5:00pm.

**- General Administration section**

\* Administrative Law.

**- Economy and finance section**

\* Accounts and financial analysis paper.



*J*

- Labour Administration section
  - \* Labour Law.
- Social Affairs Administration section
  - \* Psychology.

(2) Candidates are expected at the examination halls at 7 a.m. at the latest for papers that shall be written in the morning, and 12:30 p.m. for the afternoon paper.

**Article 5** : The oral part of the examination which shall take place in Yaoundé (ENAM), shall comprise an interview with :

- a grand jury : coeff 2
- a language jury : coeff 2

**Article 6** : All National Identity Cards receipts obtained less than three months before the latest date of application for the entrance examination shall not be accepted.

**Article 7** : Any case of fraud recorded before, during or after the competitive entrance examination shall be sanctioned in accordance with the laws and regulations in force.

**Article 8** : This order shall be registered and published in the official Gazette in English and in French.

*Done at Yaoundé, on the*

THE MINISTER OF THE PUBLIC  
SERVICE  
AND ADMINISTRATIVE REFORM



**MICHEL ANGE ANGOUING**

SERVICES DU PREMIER MINISTRE	
VISA	
002883	07 AVR 2016
PRIME MINISTER'S OFFICE	

**COMPETITIVE EXAMINATION INTO CYCLE "A"  
OF THE ADMINISTRATIVE DIVISION OF ENAM  
FOR THE 2016/2017 ACADEMIC YEAR**

\*\*\*\*\*

**A - GENERAL KNOWLEDGE :**

- Literature, Philosophy, Modern History ;
- Developments in Science and Technology ;
- Civilization ;
- Arts And Culture ;
- Minorities ;
- Gender and development ;
- Regional integration.

**B- ECONOMICS :**

**1- Microeconomics**

**a) Principles of Microeconomics**

- Market research (Demand and Supply) ;
- Consumer behaviour ;
- The producer and production theory ;
- Short and long-term cost ;
- Production function ;
- The theory of prices in perfect competition : short and long term equilibrium ;
- Price theory in perfect monopoly : short and long term equilibrium ;
- Monopolistic competition ;
- Oligopoly.

**b) Applied Microeconomics**

- Industrial and business firms in Cameroon : specific problems of management ;
- Taxes and effects in perfect competition : short and long term effects. Effects in monopoly ;
- Problems raised by price control and quantity control in competition and in monopoly ;
- Sector-based policies.



## 2. Macroeconomics

### a) Income, Savings Consumption

#### - Determination of national income

- National income function ;
- Investment function ;
- Income-expenditure model ;
- The multiplier : principles and constraints.

#### - Fluctuation in income

- The acceleration ;
- The oscillation.

### b) Equilibrium models and Macro Economic Disequilibrium

#### - ISLM model

- Principles and functioning
- Implications

#### - Relationship between inflation and unemployment

- Philip's curve ;
- Issues faced by the Keynesian and Neoclassical theories.

#### - Equilibrium with rationing

- Keynesian unemployment ;
- Classical unemployment ;
- The scope of models.

#### - Revival of neoclassical analysis through the introduction of anticipation

- Formation of anticipations ;
- Conclusions of the analysis.

### c) Structural Adjustment Programme

- Theoretical basis ;
- The search for external and internal equilibrium ;
- Economic revival.

## 3- Monetary Economic

### a) Money and monetary supply

- Definition, functions and properties of money ;
- Monetary aggregates ;



o Monetary supply, composition and counterparts ;

**b) Money supply and demand**

- o Determinants of money supply ;
- o Determinants of money demand ;

**c) Financial institutions**

- o The Central Bank ;
- o Commercial Banks ;
- o Other institutions ;
- o The Treasury.

**d) The Money Market and Financial Market**

- o Actors and mechanisms ;
- o The interbank markets and the open markets ;
- o The role of the Central Bank ;
- o Actors and the organization of the financial market ;
- o The stock exchange ;
- o New financial instruments.

**e) Monetary Policy**

- o Objectives and instruments of monetary policies ;
- o The discount rate policy ;
- o The open market policy ;
- o Obligation reserve policies ;
- o Selectivity and credit control ;
- o Limits of the monetary policy in the franc zone ;
- o Developments in international finance ;
- o Developing countries debt.

**f) Population and development**

- o Population growth in developing countries ;
- o Optimal population growth ;
- o Education, health and development ;
- o Democracy and development.

**g) International Economics**

- Theories of International Trade ;
- Labour productivity and comparative advantages :Ricardian Model ;
- Resource and exchange :Heckscher -Ohlin model ;
- Standard model of exchange ;
- Economics, imperfect competition and International Trade ;
- International financial policy ;
- Protectionism ;





- free trade ;
- Trade policy in developing countries ;
- world trade and globalization of trade ;
- Economic integration ;
- Exchange policy ;
- National Accounting balance of payment ;
- Exchange rate and exchange determination ;
- International Monetary system ;
- Monetary zone.

**C- PUBLIC LAW :**

**1- Constitutional Law and Political Institutions**

**a)The State : definition, components**

**b) The Nation : definition, components**

**c) The Constitution**

- The preamble, content, its legal value ;
- The Constitution drafting process ;
- Competent authority ;
- The Constitutional adoption process ;
- The Constitutional revision process.

**d)-The citizen (status, involvement)**

**e)-The electoral system**

- The majority system ;
- The proportional system ;
- Cameroon's electoral system (applied to presidential and legislative elections).

**f) Political parties**

- Origin ;
- Different systems (single party system, two-party system, multi-party system)
- Types (party of the masses, party of the elite) ;
- Role ;
- Foundation.



- g) - Political power**
- legality, legitimacy ;
  - role.

- h) Political systems**
- United States of America ;
  - Great Britain ;
  - France ,
  - Cameroon.

## **-2- Administrative Law and Administrative Institutions**

- a)- Administrative law**
- Definition ;
  - Theories ;
  - Basis ;
  - Administrative instruments (unilateral contract) ;
  - Principle of legality (meaning, content, sanction ).

- b) State Administration**
- Central administration (Presidency of the Republic, Prime Minister's Office, Ministerial Departments) ;
  - Deconcentration.

- c) - Local Councils**
- Councils (organization, functioning) ;
  - Decentralization ;
  - Hierarchical control and regulatory control ;
  - The stakes of regionalisation.

- d) Administrative functions**
- Administrative police (authorities, objectives, police control measure);

- e) Administrative justice**
- Organization ;
  - Functioning.

## **3. Public Finance**

### **D-LABOUR LAW**

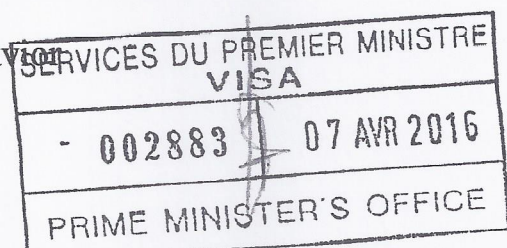
- Objectives of labour Law



- protection of the workers
  - Employment protection
  - Social peace
  - Social dialogue
- Place and role of International Labour conventions
- Legal status of workers
    - Notion of the worker
    - Rights of the workers
    - Duties of the workers
  - Powers of the company manager
    - Power and rights of control
    - Regulatory authority
    - Disciplinary authority
  - Performance of a labour contract
    - Workers rights
    - Workers obligations
    - Incidents relating to the performance of labour contracts
      - \* suspension of a labour contract
      - \* amendment of the labour contract
  - Termination of employment contract
    - Termination of fixed term contracts
    - Termination of an indefinite labour contract
    - Termination of fixed term contracts
      - \* at the initiative of one of the parties
      - \* Within the limits set by law
    - Termination of an indefinite labour contract
      - \* at the initiative of one of the parties
      - \* redundancy for economic reasons

## F- PSYCHOLOGY

- Child psychology and development
- Health psychology and disability
- Psychology of groups with specific needs and personalities
- The biological basis, psychological and sociocultural family
- Social environments and responsible parenthood
- Medical anthropology and health
- Clinical practice and theories of management
- Psychopathology
- Ontogeny and sociogenesis behavior



## **II – ORAL EXAMINATION**

### **A – GRAND JURY**

An interview with a jury aimed at detecting the personality of the candidate and his/her predisposition to serve the State and the citizen.

### **B – LANGUAGE JURY**

An interview with a jury, in French for English speaking candidates and in English for French speaking candidates.

