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11 AVR 2016

ORDER N° _____ / MINFOPRA/OF _____

To announce the competitive entrance examination for the recruitment of **one hundred (100)** students into cycle "B" 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 five (105) students into Cycle "B" of the Administrative Division 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 |
|------------------------|--------------------|
| General Administration | Eighty (80) places |
| Labour Administration | twenty (20) places |

(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 application files.

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

(1) 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.

(2) be holder of either the "Baccalaureat" or of the GCE "A" level in at least two subjects in one sitting excluding Religious Knowledge, the "capacité en droit" or any other foreign equivalent certificate, recognized by the competent authority at the deposit date of the examination file.

(3) be thirty two (32) years of age, at most, as at 1st January 2016.

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

(2) Examination fees stand at FCFA 15 000 (fifteen thousand francs).

(3) Examination fees shall be paid to the Accounting Officer of ENAM for those in the Centre Region or the Regional Delegates 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 or the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than **Wednesday 25th may 2016**.



(6) Candidates' application files shall comprise the following documents:

- a certified true copy of the required certificate ;
- an attestation of presentation of the original of the required certificate signed by the Governor or the Senior Divisional Officer ;
- a receipt attesting payment of the registration fee, issued by the Accounting Officer ENAM for those in the Centre or by the Regional Delegates of the Ministry of the Public Service and Administrative Reform for the others ;
- a certificate of non-conviction of not more than three (03) months issued by the competent Judicial authorities ;
- a medical certificate not more than three (03) months old signed by a public sector medical doctor ;
- a certified true copy of a birth certificate typed and signed by the competent administrative or council authorities.

NB: 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 in ENAM on Friday, 24th 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, 25th June 2016; from 7:30am to 11:30am

- Public Law

Duration: 4 hours, Coeff. 4

Date: Saturday, 25th June 2016; from 1:00pm to 5:00pm

- Economics

Duration: 4 Hours, Coeff. 4

Date: Sunday, 26th June 2016; from 7:30am to 11:30am.

b) Specialised Papers

Duration: 4 hours, Coeff. 05



Date: Sunday, 26th June 2016; from 1:00pm to 5:00pm.

- General Administration
 - * Administrative Law.
- Labour Administration
 - * Labour Law.

(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 applications 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 11 AVR 2016

THE MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM

MICHEL ANGE ANGOUING



**PROGRAMME OF THE COMPETITIVE ENTRANCE
EXAMINATION INTO CYCLE " B " OF THE
ADMINISTRATIVE DIVISION OF THE NATIONAL SCHOOL
OF ADMINISTRATION AND MAGISTRACY (ENAM)
FOR THE 2016/2017 ACADEMIC YEAR.**

I - WRITTEN EXAM

A – GENERAL KNOWLEDGE PAPER

- Literature, Philosophy
- Scientific and Technological evolution
- Civilisation
- Arts
- Currents events, etc...
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B – PUBLIC LAW PAPER

1 – Constitutional Law

- Fundamental public law
- The State – its role and organisation
- The parliamentary system
- Sovereignty of Parliament
- The principle of the separation of powers
- The legislative
- The judiciary
- The executive
- The constitutional charter
- Procedures for constitutional amendment
- Political system
- History of Institutions in Cameroon

2 – Administrative law

- Fundamental principles of administrative law
- Organisation of the administration
- Decentralisation (territorial and services)
- Procedure vis-à-vis administrative jurisdictions ;
- Administrative contracts
- Special administrative law



C – ECONOMICS PAPER

- Major contemporary economic systems
- Production
- Consumption
- Investment
- Economic functions
- Money and finance
- National and international monetary phenomena
- Foreign exchange

D-LABOUR LAW

- Objectives of labour Law
 - o protection of the workers
 - o Employment protection
 - o Social peace
 - o Social dialogue
- Place and role of International Labour conventions
- Legal status of workers
 - o Notion of the worker
 - o Rights of the workers
 - o Duties of the workers
- Powers of the company manager
 - o Power and rights of control
 - o Regulatory authority
 - o Disciplinary authority
- Performance of a labour contract
 - o Workers rights
 - o Workers obligations
 - o Incidents relating to the performance of labour contracts
 - * suspension of a labour contract
 - * amendment of the labour contract
- Termination of employment contract
 - o Termination of fixed term contracts
 - o Termination of an indefinite labour contract
 - o 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

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.

