

ORDER No. 003764 MINFOPRA OF 07 JUL 2016
 To announce direct competitive examinations to recruit 60 (sixty) personnel into the corps of Social Welfare civil servants, for the 2016 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM.

Mindful of the Constitution;

Mindful of decree No. 75/788 of 18 December 1975 on the Special Rules and Regulations of the corps of Public Health and Social Welfare civil servants as amended and supplemented by decree No. 78/468 of 2 November 1978;

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. 2000/28 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) Direct competitive examinations to recruit personnel into the corps of Social Welfare civil servants have been announced. The number of available places for the various categories is distributed as follows:

- 15 (fifteen) Senior Social Welfare Officers of the second grade of the "B" category of the Public Service;
- 15 (fifteen) Social Welfare Officers of the first grade of the "B" category of the Public Service;
- 30 (thirty) Assistant Social Welfare Officers of the "C" category of the Public Service.

b) The written part of these examinations shall take place on the 13 and 14 August 2016 in Yaounde, the only examination centre.

Article 2.- REQUIREMENTS

1. General requirements:

These examinations shall be open to all Cameroonians who fulfil the following conditions:

- a) Fulfil all the requirements for admission to a public service employment and conditions laid down by the General Rules and Regulations of the Public Service;
- b) Be physically fit to assume the duties of Social Welfare employee;
- c) Be 17 years of age at least and 29 years at most as at 1st January 2016 (be born between 01/01/1987 and 01/01/1990) for candidates of the "C"

d) Be least 17 and at most 34 years of age as at 1st January 2016 (be born between 01/01/1982 and 01/01/1999) for candidates for the 'A' and 'B' categories;

2. Specific requirements

- For candidates for admission into the corps of Senior Social Welfare Officers, be holder of a Senior Social Welfare Officer diploma or a recognized equivalent diploma issued by a government national institution of training or by a recognized foreign or international institution of training approved by Prime Minister's order.
- For candidates for admission into the corps of Social Welfare Officers, be holder of a Social Welfare Officer diploma or a recognized equivalent diploma issued by a government national institution of training or by a recognized foreign or international institution of training approved by Prime Minister's order.
- For candidates for admission into the corps of Assistant Social Welfare Officers, be holder of a Assistant Social Welfare Officer diploma or a recognized equivalent diploma issued by a government national institution of training or by a recognized foreign or international institution of training approved by 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 (4th floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, Recruitment and Training Service, latest Friday 29 July 2016. The files shall comprise the following documents:

1. a registration form bearing a CFA 1 000 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;

LE PREMIER MINISTRE

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.- SYLLABUSES AND EXAMINATION TIMETABLE

1. The syllabuses for these competitive examinations shall be those of training institutions that have issued the certificate required for application.
2. The written parts of the examination for recruitment into the grade of **Senior Social Welfare Officers** and **Social Welfare Officers** shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
13 August 2016	General Knowledge	8 : a.m. - 12 : p.m.	4 hrs.	5	05/20
	Law	1 : p.m. - 5 : p.m.	4 hrs.	4	05/20
14 August 2016	Psychology	8 : a.m. - 12 : p.m.	4 hrs.	3	05/20
	Vocational papers : - Social service - Rehabilitation	1 : p.m. - 3 : p.m.	2 hrs.	2	05/20

3. The written parts of the examination for recruitment into the grade of **Assistant Social Welfare Officers** shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
13 August 2016	General Knowledge	8 : a.m. - 10 : a.m.	2 hrs.	3	05/20
	Professional paper	11 : a.m. - 2 : p.m.	3 hrs.	5	
	Language	3 : p.m. - 5 : p.m.	2 hrs.	2	05/20

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 of the 'A' and 'B' categories 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.

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

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

Yaounde, 07 JU 2016

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



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**Article 4.-
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Dates
13 août 2016
14 août 2016