

ORDER No. **11006513** /MINFOPRA OF **03 AOUT 2018**

To announce a direct competitive examination to recruit 10 (ten) Inspectors of Documentation, for the 2018 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;

Mindful of No.086/752 of 23 June 1986 to lay down the Special Rules and Regulations of the corps of Documentation 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.2000/696/PM of 13 September 2000 to fix the General System of Government Competitive Examinations,

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,

HEREBY ORDERS AS FOLLOWS:

Article 1.- a) A direct competitive examination to recruit 10 (ten) Inspectors of Documentation have been announced. The number of available places is distributed as follows:

Grades	Categories	Options	Number of Places
Inspectors of Documentation	A1	Museum	5
		Library	5

b) The written part of this examination shall take place on the 13 and 14 October 2018 in Yaounde, the only examination centre.

Article 2.- REQUIREMENTS

Nature of examination	Categories	General conditions	Specific conditions
Inspector of Documentation	A1	<ul style="list-style-type: none"> - To be of Cameroonian nationality; - Be at least 17 years of age and 34 years at most as at 1st January 2018 (be born between 01/01/1984 and 01/01/2001). - Be physically fit to assume the duties of Documentalist; - Never have been convicted. 	<p>Be holder of a Master degree in Library Studies or a recognized equivalent diploma issued by a national, foreign or international institution of training featuring in the list approved by an order of the Prime Minister.</p> <p>Or be holder of a Bachelor degree in higher education and Proficiency diploma in Documentation of the level of their grade issued by a national, foreign or international institution of training featuring in the list approved by an order of the Prime Minister.</p>



Article 3.- FILE COMPOSITION

(1) The application file shall comprise the following documents :

- a) a registration form bearing a CFA 1000 francs fiscal stamp in which the candidate specify his or her specialty (Library or Museum). 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](http://www.minfopra.gov.cm;);
- b) a certified true copy of birth certificate signed by a competent civil authority;
- c) a certificate of non-conviction;
- d) a certified true copy of the required certificate signed by a competent civil authority;
- e) an attestation of presentation of original of the required certificate signed by a competent civil authority;
- f) 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;
- g) a medical certificate issued by a public sector Medical Officer;
- h) a copy of the contract or decision of employment, for the state employee candidate governed by the Labour Code;
- i) 2 (two) passport-size photographs;
- j) an envelope bearing a CFA 500 francs stamp and the candidate's address.

(2) The complete application file 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 28 September 2018.

N.B:

- In the absence of applications in the option or quorum not met, the number of places reserved or remaining shall be redeployed to the other option.
- 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 competitive examination shall be those of the training institutions that have issued the certificate required for application.
2. The written parts of the examination shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
13 October 2018	General Knowledge	8 a.m. - 11 a.m.	3 hrs.	3	5/20
	Technical paper 1	12 p.m. - 4 p.m.	4 hrs.	5	5/20
	Technical paper 2	8 a.m. - 12 p.m.	4hrs.	4	5/20

14 October 2018	Language (English for francophone candidates and French for Anglophone candidates)	1 p.m. – 3 p.m.	2hrs.	2	5/20
-----------------	--	-----------------	-------	---	------

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

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 AOUT 2018

THE MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM



Joseph Lé

