

ORDER No. 011714/MINFOPRA OF 30 DEC 2019

To announce a direct competitive examination for the special recruitment of 100 (one hundred) personnel into the corps of Translation and Interpretation Services civil servants, for the 2020 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, 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;
- Mindful of decree No.2000/696/PM of 13 September 2000 to fix the General Scheme of Government Competitive Examinations;
- Mindful of order No. 011713/MINFOPRA of 30 DEC 2019 to create the Joint Ministerial Commission in charge of the special recruitment of Translators and Translators-Interpreters into the Public Service for the 2020-2024 financial years;
- Mindful of letter No.B355/SG/PR of 20 November 2019 authorizing the special recruitment of 500 (five hundred) Translators and Translators-Interpreters into the Public Service for the next coming 5 (five) years, starting from 2020 financial year,

**HEREBY ORDERS AS FOLLOWS:**

**Article 1.-** (1) A direct competitive examination for the special recruitment of 100 (one hundred) personnel into the corps of Translation and Interpretation Services civil servants, for the 2020 session, has been announced.

(2) The number of places offered for these competitive examinations are distributed as follows:

- 70 (seventy) Senior Translators of the second grade of the "A" category of the Public Service, including English A/French B: 45 and French A/English B: 25;
- 10 (ten) Translators of the first grade of the "A" category of the Public Service, including English A/French B: 06 and French A/English B: 04;
- 10 (ten) Senior Translators-Interpreters of the second grade of the "A" category of the Public Service, including English A/French B: 06 and French A/English B: 04;
- 10 (ten) Translators-Interpreters of the first grade of the "A" category of the Public Service, including English A/French B: 06 and French A/English B: 04.

SERVICES DU PREMIER MINISTRE	
VISA	
008377	24 DEC 2019
PRIME MINISTER'S OFFICE	

**Article 2.-** These competitive examinations shall be opened to candidates who fulfilled the following requirements:

- a) Be of Cameroonian nationality;
- b) Be 17 (seventeen) years old at least and 40 (forty) years old at most as at 1<sup>st</sup> January 2020 (born between the 01/01/1980 and 01/01/ 2003);
- c) Be holder of both:
  - for **Senior Translators**: a higher education bachelor's degree or a recognized equivalent diploma and a diploma in translation or a recognized equivalent diploma issued by a national training institution or a foreign or international school featuring on a list approved by a Prime Minister's order;
  - for **Translators**: a GCE Advanced Level or a recognized equivalent certificate and a diploma in translation or a recognized equivalent diploma issued by a national training institution or a foreign or international school featuring on a list approved by a Prime Minister's order;
  - for **Senior Translators-Interpreters**: a higher education bachelor's degree or a recognized equivalent diploma, a diploma in translation and a diploma in interpretation or recognized equivalent diplomas issued by a national training institution or a foreign or international school featuring on a list approved by a Prime Minister's order;
  - for **Translators-Interpreters**: a GCE Advanced Level or a recognized equivalent certificate, a diploma in translation and a diploma in interpretation or recognized equivalent diplomas issued by a national training institution or a foreign or international school featuring on a list approved by a Prime Minister's order;
- d) Be physically fit to assume the duties of Translators or Translators-Interpreters;
- e) Enjoys his/her full rights as a citizen;
- f) Not have been condemned for offences incompatible to the exercise of the functions of Translators or Translators-Interpreters as ascertain by the certificate of non conviction.

**Article 3.-** (1) Registration forms are available at the Regional Delegations of the Ministry of the Public Service and Administrative Reform or can be downloaded at the following website address: <http://www.minfopra.gov.cm>;

(2) Candidates' complete application files shall be submitted, against a receipt, at the Regional Delegations of the Public Service and Administrative Reform;

(3) Registration fees which amount to CFA 15 000 francs (fifteen thousand) are payable to officials of EXPRESS UNION company at the place of submission of the application files.

(4) Candidates' complete application files shall be submitted, against a receipt at the Regional Delegations of the Public Service and Administrative Reform, latest Friday 31 January 2020.



(5) The files shall comprise the following documents:

- a registration form duly filled and signed by the candidate;
- a certified true copy of the required certificate signed by a competent civil authority;
- an attestation of presentation of original of required certificates signed by a competent civil authority;
- a certified true copy of birth certificate signed by a competent civil authority;
- a certificate of non-conviction issued by a competent judicial authority;
- a medical certificate issued by a public sector Medical Officer;
- an envelope bearing a CFA 1000 francs stamp and the candidate's address
- 2 (two) passport-size photographs.

**N.B:**

- In the absence of candidates in the grade or quorum not met in the said grade, the number of places reserved or missing in that grade shall be reserved for the candidates of the other grade having registered the largest number of applications;
- State employee candidates governed by the Labour Code who meet the requirements 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 at a Police station 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.-** (1) The syllabuses for this examination are those of study cycles that have issued the required diplomas.

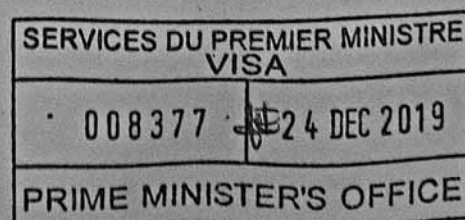
(2) The technical papers will dwell essentially on general or purely technical issues and will consist of translation of:

- a text from French into English;
- a text from English into French.

(3) The written part shall be organized in the following examination centres chosen by candidates: **Bamenda, Buea, Garoua et Yaoundé** and scheduled as follows:

Dates	Paper	Time	Time allowed	Coef.	Eliminatory mark
22 February 2020	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
23 February 2019	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 for the morning papers and 12:30 for afternoon papers.



**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,

30 DEC 2019



SERVICES DU PREMIER MINISTRE VISA	
008377	24 DEC 2019
PRIME MINISTER'S OFFICE	

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