

ORDER No 002941 / MINFOPRA/OF 30 AVR 2020

To announce the competitive entrance examination for the recruitment of **55 (Fifty-five)** students into cycle "A" of the Financial Division of the National School of Administration and Magistracy (ENAM), for the 2020/2021 academic year.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

- Mindful of the Constitution;
- Mindful of Law No.2017/010 of 12 July 2017 regulating the General Rules of Public Establishments;
- Mindful of Decree No.75/776 of 18 December 1975 regulating the special status of Civil Servants of the Finance Corps together with all the amendments thereto;
- Mindful of Decree No.77/196 of 23 June 1977 regulating the special status of Civil Servants of Store's Accounting;
- Mindful of Decree No.84/157 of 18 April 1984 regulating the special status of Civil Servants of the Price, Weights and Measurements Corps together with all the amendments thereto;
- Mindful of Decree No.94/199 of 7 October 1994 regulating the general status of the Public Service, together with all the amendments thereto;
- Mindful of Decree No.2011/408 of 9 December 2011 to organize the Government, amended 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.2018/240 of 9 April 2018 to reorganise the National School of Administration and Magistracy (NSAM);
- Mindful of Decree No.2000/696/PM of 13 September 2000 regulating the general rules and regulations for government Competitive Entrance Examinations;
- Mindful of Order No.4831/MINFOPRA of 10 October 2012 regulating Studies and Schooling in the Administrative and Financial Divisions of the National School of Administration and Magistracy,

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HEREBY ORDERS AS FOLLOWS:

Article 1:(1) A competitive entrance examination for the recruitment of **55 (Fifty-five)** students into Cycle "A" of the Financial Division of ENAM, is hereby announced for 2020/2021 academic year.

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

SECTION	Number of seats		
	External candidates	Internal candidates	TOTAL
Taxation	10 (ten) Seats	5 (five) Seats	15
Price, Weights and Measurements	15 (fifteen) Seats	5 (five) Seats	20
Store's Accounting	15 (fifteen) Seats	5 (five) Seats	20
TOTAL GENERAL	40 (forty) Seats	15 (fifteen) Seats	55

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

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

Article 2: The examination shall be open to all Cameroonians without distinction of language (English or French) who fulfil the following requirements:

(1) For External Candidates:

- fulfil the general requirements for employment into the Public Service;
- be holder of a bachelor's degree issued by a university or a higher institution in Cameroon, including Professional Bachelor's degrees in Law, Economics and Management or any equivalent diploma issued by a foreign university;
- be at least 17 (seventeen) years of age and thirty two (32) years of age, at most, as at 1st January 2020.

(2) For internal candidates:

- be a category "B" civil servant of the General Administration, Labour Administration, Store's Accounting, Finance, Prices, Weights and Measures, who have served for at least five years at that grade as of 1st January 2020;
- be forty-five (45) years of age at most, as of 1st January 2020.

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) for external candidates and FCFA 25 000 (twenty-five thousand francs) for internal candidates.

(3) Examination fees shall be paid against a receipt attesting payment of the said fees:

- to the Accounting Officer of ENAM for those who deposit in the Centre or
- to the Regional Delegations of the Ministry of Public Service and Administrative Reform for the others.

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

(5) Application forms shall either be submitted at ENAM for applicants in the Centre Region or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than **Friday 26 June 2020**.

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

- a registration form bearing a FCFA 1000 fiscal stamp;
- 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;
- a receipt attesting payment of the registration fee, issued either by the Accounting Officer of ENAM for those in the Centre or by the Regional Delegates of the Ministry of Public Service and Administrative Reforms for the others;
- a certificate of non-conviction of not more than 03 (three) months as of the day of submission;

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- a medical certificate of not more than 03 (three) months as of the date of submission and signed by a medical doctor of a public hospital;
- a certified true copy of a birth certificate, handwritten or 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. Any incomplete file or file containing forged or falsified documents shall be rejected.

(7) The list of candidates authorized to sit for the competitive entrance examination shall be posted at ENAM on **Monday 27 July 2020** 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)** shall be conducted according to the following schedule:

a) Common Papers

- **General Knowledge**

Duration: 4 hours, coeff. 3

Date: Saturday, 1st August 2020, from 7:30am to 11:30am

- **Constitutional Law**

Duration: 4 hours, Coeff. 4

Date: Saturday, 1st August 2020, from 1pm to 5pm

- **Economics**

Duration: 4 Hours, Coeff. 4

Date: Sunday 02 August 2020, from 7:30am to 11:30am

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b) Specialised Papers

Duration: 4 hours, Coeff. 05

Date: Sunday, 02 August 2020 from 1pm to 5pm.

- **Taxation, Treasury, Customs, Materials Accounting**

* General Accounting paper

- **Prices, Weights and Measures sections**

* Statistics /Econometrics

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

Article 5: The oral part of the examination which shall be conducted in Yaoundé (ENAM), shall comprise an interview with;

- a grand jury : coeff 2
- a language jury : coeff 1

Article 6: All National Identity Card 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 wherever necessary./-

Done at Yaounde, on the 30 AVR 2020

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JOSEPH LE
MINISTER OF THE PUBLIC SERVICE AND
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COMPETITIVE ENTRANCE EXAMINATION INTO CYCLE "A" OF THE
FINANCIAL DIVISION OF ENAM FOR THE 2020/2021 ACADEMIC YEAR

I - WRITTEN EXAM

A- GENERAL KNOWLEDGE:

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

B- CONSTITUTIONAL LAW:

1- *Constitutional Law and Political Institutions*

- a) The State: definition, components
- b) The Nation: definition, components
- c) The Constitution
 - Its preamble, content and legal value;
 - Drafting the Constitution;
 - Competent authority;
 - Constitutional Adoption;
 - Constitutional Revision.
- 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 Institutions

a) **State Administration**

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

b) **Regional and Local Authorities**

- The Council (Organization, functioning);
- Decentralization;
- Hierarchical and Supervisory Control
- Stakes of Regionalization

c) **Administrative Functions**

- Administrative Police (authorities, missions, control of police measures)

d) **Administrative Justice**

- Organization
- Functioning

3- Public Finance

C- ECONOMICS:

1- Microeconomics

a) *Principles of Microeconomics*

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



b) Applied Microeconomics

- Industrial and business firms in Cameroon: specific management issues;
- Taxes and effects in perfect competition: short and long-term effects, effects in monopoly;
- Issues caused by price control and quantity control in competition and in monopoly;
- Sector-based policies.

2. Macroeconomics

a) Income, Savings, Consumption

- Determination of national income

- Role of National Income;
- Role of Investment;
- Income-Expenditure Model;
- The Multiplier: Principles and Constraints.

- Fluctuation in income

- The accelerator;
- The oscillator.

b) Equilibrium models and Macro Economic Disequilibrium

- ISLM model

- Principles and functioning
- Implications

- Relationship between inflation and unemployment

- Philip's Curve;
- Challenges of the Keynesian and Neoclassical theories.

- Equilibrium with rationing

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

- Revamp of neoclassical analysis through the introduction of anticipation

- Drafting of anticipations;
- Conclusions of the analysis.

c) Structural Adjustment Programme

- Conceptual basis;
- The search for external and internal equilibrium;
- Economic recovery.

3- Monetary Economics

a) Money and Monetary Supply



- b) *Money Supply and Demand*
- Factors of money supply;
 - Factors of money demand;

- c) *Financial Institutions*
- The Central Bank;
 - Commercial Banks;
 - Other institutions;
 - The Treasury.

- d) *Money Market and Financial Market*
- Actors and mechanisms;
 - Interbank markets and open markets;
 - The role of the Central Bank;
 - Actors and the organization of the financial market;
 - The Stock Exchange;
 - New financial instruments.

- e) *Monetary Policy*

- Objectives and instruments of monetary policy;
- The discount rate policy;
- The open market policy;
- Obligation reserve policy;
- Selectivity and credit control;
- Limitations of the monetary policy in the franc zone;
- International funding of development;
- The Debt of developing countries.

- f) *Population and Development*

- Population growth in developing countries;
- Optimal population growth;
- Education, health and development;
- 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;
- Economies of scale, imperfect competition and International Trade;
- International Commercial Policies;
- Protectionism;
- Free trade;
- Trade policies in developing countries;
- World trade Organization and globalization of trade;
- Economic integration;
- Exchange policy;

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- National Accounting and balance of payment;
- Exchange rate and exchange determination;
- International Monetary system;
- Monetary zones.

D- GENERAL ACCOUNTING

1 General Accounting

- a. Generalities
- b. Accounting analysis of transactions
- c. Accounting in Industrial Corporations
- d. Management of Specific Transactions
- e. Works performed at the end of the fiscal year
- f. Cost Accounting
- g. Financial Analysis

E-STATISTICS AND ECONOMETRICS

1 Statistics

- Permutations and combinations
- Basic rules of probability
- One Dimension Random Variable
- Two Dimension Random variable
- Random function variable
- Uniform dispersion characteristics
- Current laws in statistics
- Sample
- Estimate
- Test theory

2 Econometrics

- Simple linear regression model
- Multiple linear regression model
- Construction of the variance analysis table and global significance of a regression test
- Autocorrelation of the error terms
- Heteroscedasticity
- Multicollinearity

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II - ORAL EXAMINATION

A - GRAND JURY

An interview with a jury aimed at assessing the personality of the candidate and his 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.