

ORDER N° 002937 / MINFOPRA/OF 30 AVR 2020

To announce the competitive entrance examination for the recruitment of **45 (Forty-five)** students into cycle "B" 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.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 No0.4831/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 **45 (Forty-five)** students into Cycle "B" of the Financial Division of ENAM, is hereby announced for the 2020/2021 academic year.

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

| SECTION | Number of places |
|--------------------|------------------------------|
| Taxation | Twenty (20) seats |
| Store's Accounting | Twenty-five (25) seats |
| Total | Forty-five (45) seats |

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

(4) The choice of section is to be provided by the candidates while submitting their application files.

Signature of the Minister
VISA

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

- fulfil the general requirements for employment into the Public Service;
- be holder of a "Baccalaureat" or of the GCE-A/L 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;
- be at least 17 (seventeen) years of age and thirty two (32) years of age, at most, as at 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).

(3) Examination fees shall be paid to the Accounting Officer of ENAM for candidates who submit their files in the Centre Region or to the Regional Delegations of the Ministry of Public Service and Administrative Reform for the others, against a receipt attesting payment of the said fees.



(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:

- an application 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 three (3) months as of the day of submission;
- a medical certificate of not more than three (3) 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;

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 03 August 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:

- **General Knowledge**
Duration: 4 hours, coeff. 3
Date: Saturday 08 August 2020, from 7:30am to 11:30am
- **Constitutional Law**
Duration: 4 hours, Coeff. 4
Date: Saturday 08 August 2020, from 1pm to 5pm
- **Economics**
Duration: 4 Hours, Coeff. 4
Date: Sunday 09 August 2020, from 7:30am to 11:30am.
- **General Accounting**
Duration: 4 hours, Coeff. 05
Date: Sunday 09 August 2020, from 1pm to 5pm.

(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./-

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|--------------------------------------|-------------|
| SERVICES DU PREMIER MINISTRE VISA | |
| 004172 | 28 AVR 2020 |
| PRIME MINISTER'S OFFICE | |



Done at Yaounde, on the 30 AVR 2020

JOSEPH LE
MINISTER OF THE PUBLIC SERVICE AND
ADMINISTRATIVE REFORM

**PROGRAMME OF THE COMPETITIVE ENTRANCE EXAMINATION INTO
CYCLE "B" OF THE FINANCIAL DIVISION OF THE NATIONAL SCHOOL
OF ADMINISTRATION AND MAGISTRACY (ENAM)
FOR THE 2020/2021 ACADEMIC YEAR.**

I - WRITTEN EXAM

A- GENERAL KNOWLEDGE PAPER

- Literature, Philosophy
- Developments in Science and Technology
- Civilisation
- Arts
- Currents events, etc...

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 the amendment of the constitution
- Political systems
- History of the Institutions of Cameroon

2 – Administrative Law

- Fundamental principles of Administrative Law
- Organisation of the administration
- Decentralisation (territorial and according to services)
- Procedure vis-à-vis administrative courts ;
- Administrative contracts
- Special Administrative Law

C- ECONOMICS PAPER

- Major contemporary economic systems
- Production
- Consumption



- Economic functions
- Money and finance
- National and international monetary phenomena
- Foreign exchange

D- GENERAL ACCOUNTING

1 – General points

- Notions of assets and property
- General information on the OHADA Accounting System
- Major accounting principles

2– Accounting analysis of transactions

- The concept of flows
- Investment cycle
- Exploitation cycle
- Financing cycle
- Cash operation

3– Industrial company accounting

4– Personnel costs

5– Management accounting

- Regular audit activities and non-regular audit activities
- Management account
- Significant management cash balances

6– Specific transactions processing

- Foreign currency transactions
- Off balance sheet commitments
- Balance sheet revaluation

7– End of fiscal year work

- Depreciation and provisions
- Assets retirement
- Adjustment of expenditure and revenues
- Preparation of financial statements



II – ORAL EXAMINATION

A – GRAND JURY

An interview with a jury to assess 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.