

30 AVR 2020

ORDER No. \_\_\_\_\_ /MINFOPRA OF \_\_\_\_\_  
 To announce a selection test for the recruitment of 50 (fifty) Executive Secretaries governed by the Labour Code, for the 2019 financial year.

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

- Mindful of the Constitution;
- Mindful of law No.92/007 of 14 August 1992 on the Labour Code;
- Mindful of decree No.78/484 of 9 November 1978 to fix the common provisions applicable to State employees governed by the Labour Code;
- 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 System of Government Competitive Examinations,

**HEREBY ORDERS AS FOLLOWS:**

**Article 1.-** A selection test for the recruitment of 50 (fifty) Executy Secretaries governed by the Labour Code, "9/1" category of the Public Service, for the 2020 financial year is hereby announced.

**Article 2.-** The written part of this selection test shall take place in Yaounde, the only examination centre, following the programmes, date and time schedule set up by article 5 below.

**Article 3.- REQUIREMENTS.**

**1- General requirements:**

This selection test is opened to all Cameroonians of both sexes who fulfilled the following conditions:

- a) be physically apt to assume the functions of a Social Welfare Officer;
- b) be at least 17 years of age and 40 years at most as, at 1<sup>st</sup> January 2020 (be born between 01/01/1980 and 01/01/2003).

**2- Specific conditions:**

Be holder of both the General Certificate of Education Advanced Level (GCE-A/L) in at least two papers excluding "religious knowledge" or the Baccalaureate diploma of General Secondary Education and a Higher National Diploma in Secretarial and Office Automation or a recognized equivalent diploma issued by a government national institution of training, or a foreign or international institution of training featuring on the list approved by an order of the Prime Minister.

**Article 4. - FILE COMPOSITION.**

(1) The file shall comprise the following documents:

- 1. a registration form bearing a CFA 1000 francs fiscal stamp. The forms can be obtained at the Ministry of the Public Service and Administrative Reform or

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Regional Delegations of the Public Service or downloaded at the following 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 medical certificate issued by a public sector Medical Officer;
7. a receipt attesting payment of a registration fee of **CFA 15 000 francs** (fifteen thousand) issued by an **EXPRESS UNION** official at the place of submission of the application files;
8. 2 (two) passport-size photographs;
9. an envelope bearing a **CFA 1000 francs** stamp and the candidate's address.

(2) Candidates' complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resource Development, Direct and Scholarship Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in Regional Delegations of the Public Service, latest **Friday 9 October 2020**.

**N.B:**

- All incomplete or late files or files containing documents signed by the Police shall be rejected.
- Documents certified by administrative, municipal and judicial authorities shall be less than three (03) months old at the time of submission.

**Article 4.- SYLLABUS AND TIMETABLE OF THE WRITTEN PART.**

- 1- The syllabus for this selection test is those of study cycle that have issued the required diploma.
- 2- The written papers shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
24 October 2020	General Knowledge	8:00 a.m. - 10:00 a.m.	2h	3	5/20
	Technical paper	10:30 a.m. - 2:30 p.m.	4h	5	5/20
	Language	3:00 p.m. - 5:00 p.m.	2h	2	5/20

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

**Article 6.- PUBLICATION OF RESULTS AND CONDITIONS OF PAYMENT.**

- The final results of this selection test shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.
- The conditions of payment for candidates declared successful in the selection test are those applicable to personnel governed by the Labour Code.

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