

ORDER No. **00299** /MINFOPRA OF **30 APR 2020**

To announce a selection test for the recruitment of 50 (fifty) Social Welfare Officers 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:

SERVICES DU PREMIER MINISTRE	
004204	28 AVR 2020
PRIME MINISTER'S OFFICE	

Article 1.- A selection test for the recruitment of 50 (fifty) Social Welfare Officers governed by the Labour Code, "8/1" 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 programme, date and time schedule set up by article 5 below.

Article 3.- REQUIREMENTS.

1- General requirements:

This selection test is opened to all Cameroonian 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 1st January 2020 (be born between 01/01/1980 and 01/01/2003).

2- Specific conditions:

Be holder of a diploma of Social Welfare Officer or a recognized equivalent diploma, issued by a national institution of training, or a recognized equivalent diploma issued by 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

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 (4th 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 cycles 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.

