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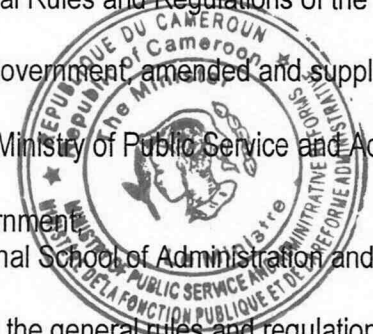
18 JUN 2024

ORDER No. _____/MINFOPRA/OF _____

To announce the competitive entrance examination for the recruitment of **fifty (50) students** into cycle 'B' of the Administrative Division of the National School of Administration and Magistracy (ENAM), for the 2024/2025 academic year.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

- Mindful of the Constitution;
- Mindful of Law No. n°2017/010 of 12 July 2017 to lay down the general Rules and Regulations of State Establishments;
- Mindful of Decree No. 75/774 of 18 December 1975 regulating the special status of Civil Servants of General Administration;
- Mindful of Decree No. 75/788 of 18 December 1975 regulating the special status of civil servants of the Public Health and Social Affairs;
- Mindful of Decree No. 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security, amended and supplemented by Decree No. 77/243 of 15 July 1977;
- Mindful of Decree No. 94/199 of 7 October 1994 to lay down the General Rules and Regulations of the Public Service, and subsequent amendments thereto;
- Mindful of Decree No. 2011/408 of 9 December 2011 to organise the Government, amended and supplemented by Decree No. 2018/190 of 2 March 2018;
- Mindful of Decree No. 2012/537 of 19 November 2012 to organise the Ministry of 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 (ENAM);
- Mindful of Decree No. 2000/696/PM of 13 September 2000 to lay down the general rules and regulations for government Competitive Entrance Examinations;
- Mindful of Order No. 040/PM of 19 May 2022 to lay down terms and conditions for granting age exemption to persons with disabilities during competitive examinations and recruitment into public service;
- Mindful of Order No. 0004831/MINFOPRA of 10 October 2012 regulating Studies and Schooling in the Administrative and Financial Divisions of the National School of Administration and Magistracy (ENAM),

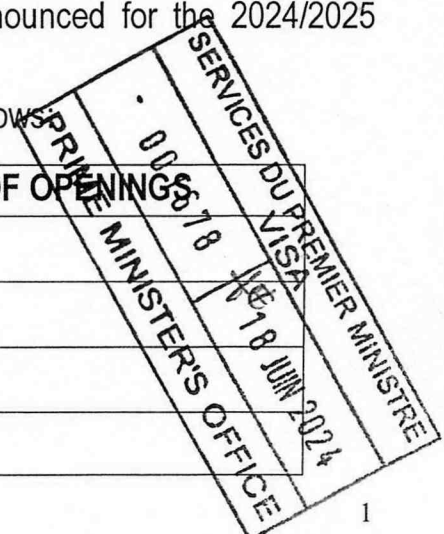


HEREBY ORDERS AS FOLLOWS:

Article 1: (1) A competitive entrance examination for the recruitment of **fifty (50) students** into Cycle 'B' of the Administrative Division of ENAM is hereby announced for the 2024/2025 academic year.

(2) The number of available places is distributed as follows

SECTIONS	NUMBER OF OPENINGS
General Administration	30 (thirty)
Labour Administration	10 (ten)
Social Affairs Administration	10 (ten)
Total	50 (fifty)



- (3) The syllabus for the examination is appended to this order.
- (4) Candidates shall choose their sections while submitting their application files.

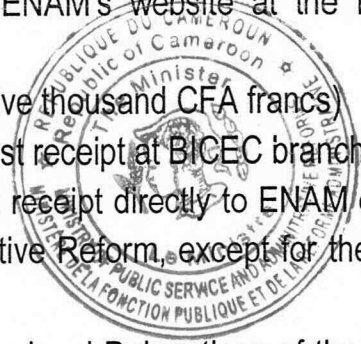
Article 2: The examination shall be open to persons who fulfil the following requirements:

- (1) fulfil the general requirements for employment into the public service;
- (2) be a holder of either the 'Baccalaureate' or the GCE 'A' Level with at least two papers passed in one sitting excluding Religious Knowledge, a '*capacité en droit*' or any other foreign equivalent certificate, recognised by the Minister of Higher Education;
- (3) be at least 17 (seventeen) years of age, and 32 (thirty-two) years at most, as from 1 January 2024;
- (4) However, disabled persons, holders of a National Disability Card issued by the competent authorities, may benefit from an age limit waiver for a maximum of 5 (five) years, over the age limit set above, in accordance with the above-mentioned Order No. 040/PM of 19 May 2022.

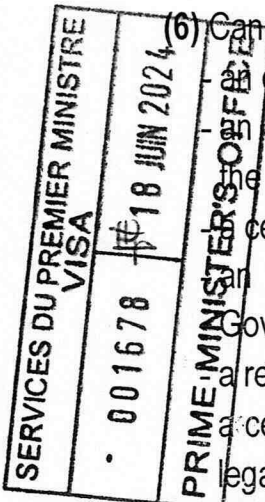
N.B.: Established civil servants are not allowed to apply.

Article 3: (1) Application forms can be downloaded on ENAM's website at the following address: www.enam.cm.

- (2) Examination fee amounts to 25000 francs CFA (twenty-five thousand CFA francs)
- (3) Candidates shall pay their registration fees in cash against receipt at BICEC branches.
- (4) Candidates may submit their applications in return for a receipt directly to ENAM or to the Regional Delegations of the Public Service and Administrative Reform, except for the Centre Regional Delegation.
- (5) Application forms shall be submitted at ENAM or the Regional Delegations of the Ministry of Public Service and Administrative Reform not later than **Friday 9 August 2024**.



- (6) Candidates' application files shall comprise the following documents:
 - an envelope bearing a 1500 francs CFA stamp;
 - an application form bearing a 1500 francs CFA fiscal stamp, previously downloaded from the ENAM website (www.enam.cm);
 - a certified true copy of the required certificate;
 - an attestation of presentation of the original of the required certificate signed by the Governor, the Senior Divisional Officer or Divisional Officer;
 - a receipt attesting payment of the registration fee issued by BICEC;
 - a certificate of non conviction of not more than 3 (three) months issued by the competent legal authorities;
 - a medical certificate of not more than 3 (three) months signed by a public sector medical practitioner ;
 - a certified true copy of the birth certificate – **handwritten or typed** – signed by the competent administrative or council authorities.



N.B.: Any incomplete files or files containing forged or falsified documents shall be rejected.

(7) The list of candidates authorised to sit the competitive entrance examination shall be posted at ENAM not later than **Wednesday 28 August 2024**.

N.B.: 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 **exclusively at the Yaounde Centre (ENAM)**, shall be conducted following this schedule:

a) Common Core Papers:

- General Knowledge:

- ❖ **Date:** **Saturday, 31 August 2024** from 7:30 a.m. to 11:30 a.m.
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 4

- Constitutional Law:

- ❖ **Date:** **Saturday, 31 August 2024** from 1:00 p.m. to 5 p.m.
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 3

- Economics:

- ❖ **Date:** **Sunday, 1st September 2024** from 7:30 a.m. to 11:30 a.m.
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 2

b) Specialised Papers:

- ❖ **Date:** **Sunday, 1st September 2024** from 1:00 p.m. to 5 p.m.
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 5

- General Administration Section:

- Administrative Law paper

- Labour Administration Section:

- Labour Law paper

- Social Affairs Section:

- Psychology paper



(2) Candidates are expected at the examination halls latest **7:00 a.m.** for papers that shall be written in the morning, and at **12:30 p.m.** for papers that shall be written in the afternoon.

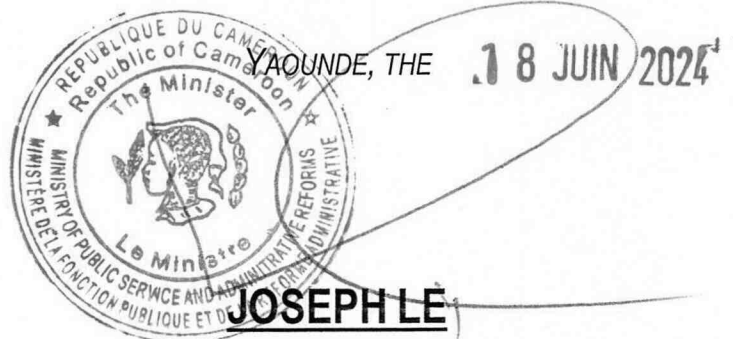
Article 5: The oral part of the examination which shall be conducted in Yaounde (ENAM), shall comprise an interview with:

- a grand jury: **coefficient 1**
- a language jury: **coefficient 1**

Article 6: All National Identity Card receipts obtained less than three months before the latest date of applications 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. / -



MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM



**PROGRAMME OF THE COMPETITIVE ENTRANCE EXAMINATION
INTO CYCLE 'B' OF THE ADMINISTRATIVE DIVISION FOR THE
2023/2024 ACADEMIC YEAR.**

I - WRITTEN EXAM:

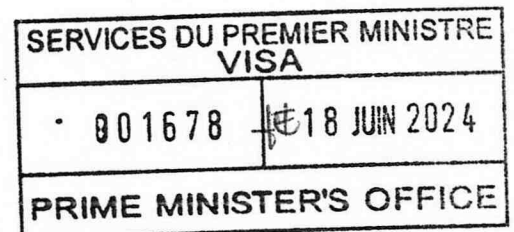
A. GENERAL KNOWLEDGE:

- literature, Philosophy, Contemporary history;
- scientific and technological evolution;
- arts and culture;
- gender and development;
- regional integration;
- geopolitics and geostrategy;
- ICTs and their impact on society.

B. CONSTITUTIONAL LAW AND POLITICAL INSTITUTIONS:

1. The State and political power:

- the constituent elements of the State;
- the State, its role and organisation;
- the various forms of State (unitary State, composite State);
- the parliamentary system;
- sovereignty and parliament;
- the principle of separation of powers;
- the legislative power;
- the judicial power;
- the executive power;
- the charter of the constitution
- procedures for amending the Constitution;
- political systems;
- the history of Cameroon's institutions;
- the relationship between the Executive and the Legislative.



2. Administrative Law:

- the fundamental principles of administrative law
- the organisation of the Administration (centralisation, devolution, decentralisation);
- identification of the Administration (in the organic sense, in the material sense, combination of both organic and material senses of the Administration);
- the Administration's means: the unilateral administrative instrument;
- public service and public order;
- the sources of administrative law;
- submission of the Administration to the law:
 - the principle of equality;
 - the principles of liability.

C. ECONOMICS:

- the market and the mechanism of the market economy;
- the structure of markets;
- contemporary economic facts;
- consumption and savings: theoretical foundations;
- changing consumption patterns: a case study of Cameroon;
- the production function;
- microeconomic and macroeconomic investment;
- economic growth;
- state intervention in the economic sphere in Cameroon since independence;
- Inflation;
- unemployment and employment;
- Cameroon's financial system;
- development economics;
- international trade;
- import substitution.

D. LABOUR LAW:

- Objectives of labour Law:

- protection of the worker;
- protection of employment;
- social peace;
- social dialogue
- the place and role of International Labour conventions;

- legal status of workers:

- the worker;
- the worker's rights;
- the duties of the worker.

- powers of the company manager:

- the management power;
- the regulatory power;
- the disciplinary power.

- performance of a labour contract:

- the worker's rights;
- the duties of the worker;
- incidents relating to the performance of labour contracts;
- suspension of a labour contract;
- amendment of a labour contract.

- performance of a labour contract:

- termination of permanent employment contract:
 - at the initiative of one of the parties;
 - due to the limits set by law.
- termination of permanent employment contract:
 - at the initiative of one of the parties;
 - dismissal for economic reasons.



E. PSYCHOLOGY:

- child and development psychology;
- health and disability psychology;
- psychology of groups and personalities with special needs;
- the biological, psychological and socio-cultural foundations of the family;
- social environments and responsible parenthood;
- medical and health anthropology;
- clinical and practical theories of care;
- psychopathology;
- ontogenesis and sociogenesis of behaviour.

II. ORAL EXAM:

A. GRAND JURY:

An interview with a jury aimed at assessing the personality of the candidate and his/her predisposition to serve the State and citizens.

B. LANGUAGE JURY:

An interview with a jury, in **French** for English-speaking candidates and in **English** for French-speaking candidates.

