

**ORDER No.** 1 / 002861 / **MINFOPRA/OF** 18 JUN 2024

To announce the competitive entrance examination for the recruitment of **60 (sixty) students** into cycle “**A**” 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 the 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 **60 (sixty) students** into cycle “**A**” 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		
	External candidates	Internal candidates	TOTAL
General Administration	25 (twenty-five)	5 (five)	30
Labour Administration	17 (seventeen)	3 (three)	20
Social Affairs Administration	10 (ten)	-	10
<b>TOTAL</b>	<b>52 (fifty-two)</b>	<b>08 (eight)</b>	<b>60</b>

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

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(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:

**(a) For External Candidates:**

- fulfil the general requirements for employment into the Public Service;
- be a holder of a Bachelor's degree of General Higher Education, or a Professional Bachelor's Degree in Legal Sciences, in Economic Sciences, in Social Sciences (in relation to the Section applied for) and in Management obtained in Cameroon, or an equivalent diploma recognised by the Minister in charge of Higher Education;
- be at least 17 (seventeen) years of age, and 32 (thirty-two) years at most, as from 1 January 2024;
- however, disabled persons holder 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.

**NB: Established civil servants of any category are not authorized to compete as external candidates.**

**(b) For Internal Candidates:**

- be a category "B" civil servant of the General Administration, Labour Administration, Social Workers and Revenue Services, who have served for at least five years at that grade as of 1<sup>st</sup> January 2024;
- be 45 (forty-five) years of age at most as of 1<sup>st</sup> January 2024.

**Article 3: (1)** Registration forms can be downloaded on ENAM's website at the following address: [www.enam.cm](http://www.enam.cm)

**(2)** The registration fee for the competitive examination shall be twenty-five thousand (25000) francs CFA for all candidates (external and internal).

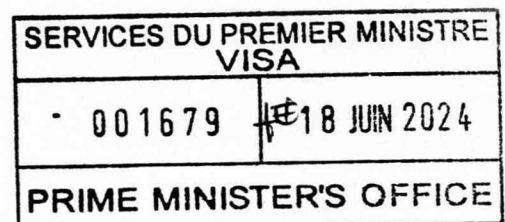
**(3)** Candidates shall pay their registration fees in cash against receipt at BICEC branches.

**(4)** Candidates can submit their application files against a receipt at ENAM in Yaoundé or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform with the exception of the Centre Regional Delegation.

**(5)** Application forms must reach ENAM or the Regional Delegations of the Ministry of the Public Service and Administrative Reform latest **Friday 09 August 2024**.

**(6)** The application files referred to in paragraph (5) above shall include the following documents:

- an envelope bearing a 1500 franc CFA stamp;
- a registration form bearing a 1500 franc FCFA fiscal stamp, previously downloaded from the ENAM website ([www.enam.cm](http://www.enam.cm));
- a certified true copy of the required diploma;



- an attestation of presentation of the original of the required diploma signed by the Governor, the Senior Divisional Officer or the Divisional Officer;
- an attestation of presentation of the original of the G.C.E. A/L or an equivalent diploma signed by the Governor, the Senior Divisional Officer or the Divisional Officer;
- a receipt for payment of the registration fees 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 as at the date the application form is submitted and signed by a public sector medical practitioner;
- a certified true copy of a birth certificate - **handwritten or typed** - 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 Public Service and Administrative Reform as well as an absorption instrument.



**NB: Any application that is incomplete or contains false or falsified documents shall be rejected.**

(7) The list of candidates authorised to sit the competitive entrance examination shall be posted at ENAM latest **Wednesday 04 September 2024**.

**NB:** 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, shall be conducted according to the following schedule:

**a) Common Core paper:**

**- General Knowledge:**

- ❖ **Date:** Saturday 07 September 2024, from 7:30am to 11:30am
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 4

**- Constitutional Law:**

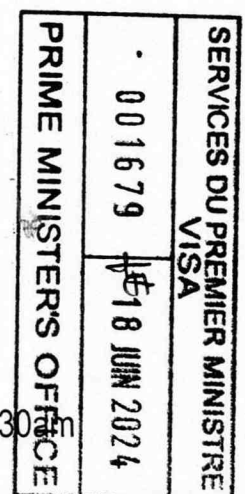
- ❖ **Date:** Saturday 07 September 2024, from 1pm to 5pm
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 3

**- Economics:**

- ❖ **Date:** Sunday 08 September 2024, from 7:30am to 11:30am
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 2

**b) Specialised Papers:**

- ❖ **Date:** Sunday 08 September 2024, from 1pm to 5pm
- ❖ **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 am** for papers that shall be written in the morning, and **12:30 pm** for those that shall be written in the afternoon.

**Article 5:** The oral part of the examination shall take place in Yaounde (ENAM). They shall comprise:

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

**Article 6:** Receipts of applications for national identity cards dating from less than 3 (three) months before the closing date for competitive examination registrations 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. /

YAOUNDE, THE 18 JUIN 2024



**JOSEPH LE**

MINISTER OF THE PUBLIC SERVICE AND  
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# SYLLABUS OF THE COMPETITIVE ENTRANCE EXAMINATION INTO CYCLE "A" OF THE ADMINISTRATIVE DIVISION OF ENAM FOR THE 2024/2025 ACADEMIC YEAR.

## **I- WRITTEN EXAM:**

### **A. GENERAL KNOWLEDGE:**

- Literature, Philosophy, Modern History;
- Developments in Science and Technology;
- Arts and Culture;
- Gender and Development;
- Regional Integration;
- Geopolitics, Geostrategics;
- ICTs and their impact on society.



### **B. PUBLIC LAW:**

#### **• CONSTITUTIONAL LAW AND POLITICAL INSTITUTIONS:**

##### **1- The State and political power:**

- the constituent elements of the State;
- the various forms of State (unitary State, composite State).

##### **2- The constitution:**

- adoption and revision of the constitution;
- form of the constitution (material and formal definition of the constitution);
- customary constitutions and written constitutions;
- superiority of the constitution and protection mechanisms (political sanction, legal sanction: constitutionality review).

##### **3- Democracy and the citizen:**

- direct democracy and representative democracy;
- conditions of balloting;
- the characteristics of balloting;
- voting systems.

##### **4- Separation of powers:**

- executive power;
- legislative power;
- judicial power;
- the relationship between powers.

##### **5- Types of political system:**

- the presidential system;
- the parliamentary system;
- the presidentialist system;
- the assembly system.

##### **6- History of institutions and constitutional history of Cameroon:**

- the evolution of Cameroonian institutions (Cameroon under the protectorate, Cameroon under mandate, independence of Cameroon, federal Cameroon, United Republic of Cameroon, Republic of Cameroon);
- the various constitutional revisions in Cameroon and the resulting reforms.



## 7 – The role of political parties.

### • ADMINISTRATIVE LAW:

1. The fundamental principles of administrative law: Legality, proportionality, equal treatment, retroactivity, guarantee of good faith;
2. The foundations of Cameroon administrative law;
3. Fundamental principles of administration/administrative organisation, centralisation, deconcentration and devolution;
4. The Administration's missions (public service mission, administrative police mission)/public service and public order;
5. Administrative instruments (unilateral administrative instrument, bilateral administrative instrument);
6. Administrative responsibility;
7. Identification of the Administration:
  - the Administration in the organic sense;
  - the Administration in the material sense;
  - the combination of the two organic and material meanings of the Administration.
8. Submission of the Administration to the law;
9. Sources of administrative law;
10. The administrative jurisdictional order:
  - organisation of the judicial system;
  - Jurisdictional remedies.
11. The competence of the administrative jurisdictional order:
  - disputes challenging the principle of the separation of powers;
  - disputes challenging the principle of the separation of authorities;
  - Settlement of jurisdictional difficulties;
  - independent administrative authorities;
  - administrative contracts.

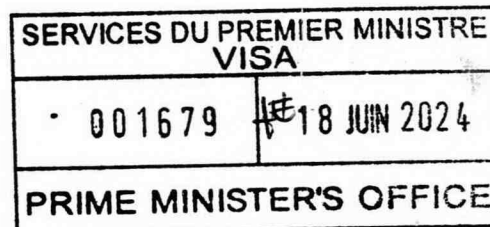


## C- ECONOMICS:

### 1- Microeconomics

#### a- Principles of Microeconomics:

- Market survey: Supply and Demand;
- Consumer behaviour;
- Producer behaviour and the production theory;
- Short and long-term costs;
- The production function;
- The theory of prices in pure and perfect competition: short and long-term equilibrium;
- The theory of prices in a pure monopoly situation: short and long-term equilibrium;
- Monopolistic competition;
- Oligopoly markets.



## b- Applied Microeconomics

- Industrial and business firms in Cameroon: specific management problems;
- Tax levies and their consequences in an industry under conditions of pure and perfect competition: short and long-term effects. Consequences in a monopoly situation;
- Problems raised by price and quantity control in competition and in the monopoly;
- Sector-based policies.

## 2- Macroeconomics:

### a- The income/savings/consumption triptych:

- Determination of National Income
- the National income function;
- the Investment function;
- the Income/expenditure model;
- the multiplier: principles and constraints.
- fluctuation in Income;
- the accelerator;
- the oscillator.



### b- Macroeconomic equilibrium and disequilibrium models:

#### - IS/LM model:

- Principles and functioning
- implications.

#### - Relationship between Inflation and Unemployment:

- Philip's curve;
- Issues faced by the Keynesian and Neoclassical theories.

#### - Equilibrium with Rationing:

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

#### - Neoclassical Analysis Renewal through the Introduction of Expectations:

- Formation of expectations;
- Conclusions of the analysis.

### c- Structural Adjustment Programmes:

- Theoretical foundations;
- Achieving external and internal balance;
- Economic recovery.

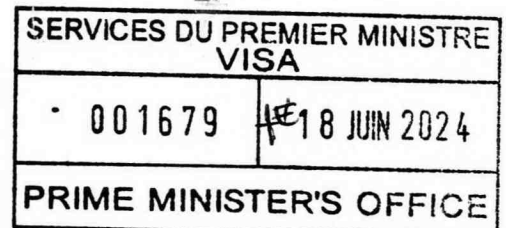
## 3. Monetary economics:

### a- Currency and Monetary Supply:

- Definition, functions and properties of currency;
- Monetary aggregates;
- Monetary supply, composition and counterparts;

### 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- The Money Market and the Financial Market:**

- Actors and mechanisms;
- Interbank market and open market;
- The role of the Central Bank;
- Actors and the organisation of the financial market;
- The Stock Exchange;
- New financial instruments.

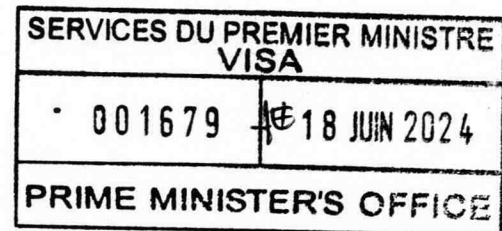


**e- Monetary Policy:**

- Objectives and instruments of monetary policy;
- The discount rate policy;
- The open market policy;
- Reserve requirements policy;
- Selectivity and credit control;
- The limits of the monetary policy in the franc zone;
- International financing for development;
- Developing countries debt.

**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: the Ricardian Model ;
- Resource and Exchange: the Heckscher-Ohlin model;
- Standard model of exchange;
- Economy of scale, imperfect competition and international trade;
- International financial policies;
- Protectionism;
- Free trade;
- Trade policies in developing countries;
- World Trade Organisation and globalisation of trade;
- Economic Integration;
- Exchange policy;
- National Accounting and balance of payment;
- Exchange rates and exchange determination;
- International Monetary system;
- Monetary zones.

**4- Digital economy:**

- definition;
- services;
- infrastructure;
- underlying technologies.



## **D- LABOUR LAW:**

- **Objectives of labour Law:**
  - Protection of the worker;
  - Protection of employment;
  - Social peace ;
  - Social dialogue.
  
- **Place and role of International Labour conventions;**
- **Legal status of workers:**
  - Notion of the worker;
  - Rights of the worker;
  - Duties of the worker.
  
- **The powers of the company manager:**
  - Management power;
  - Regulatory power;
  - Disciplinary power.
  
- **Performance of a labour contract:**
  - Worker's rights;
  - Worker's obligations;
  - Incidents relating to the performance of labour contracts:
    - \* Suspension of a labour contract;
    - \* Amendment of the labour contract.
  
- **Termination of employment contract:**
  - Termination of an indefinite employment contract;
  - Termination of a fixed-term contracts:
    - \* at the initiative of one of the parties;
    - \* within the limits set by law.
  - Termination of an indefinite labour contract:
    - \* at the initiative of one of the parties;
    - \* Redundancy for economic reasons.

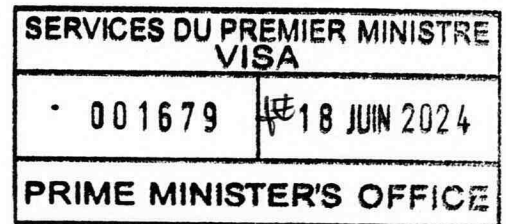


## **E- PSYCHOLOGY:**

- 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 theory and practice of care;
- Psychopathology;
- Ontogenesis and sociogenesis of behaviour.

## **F- PARLIAMENTARY LAW:**

- Sources of parliamentary law;
- Parliamentary procedures and practices;
- The role of parliament;
- Parliamentary institutions;
- Parliamentary functions and the functioning of parliament;
- Parliament and the law.



## II - ORAL EXAMINATION:

### A- GRAND JURY:

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

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