

ORDER No. 11006512 /MINFOPRA OF 03 AOUT 2018

To announce a direct competitive examination to recruit 10 (ten) Senior Translators, for the 2018 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;

Mindful of decree No.75/770 of 18 December 1975 to lay down the Special Rules and Regulations of the corps of Translation and Interpretation Services civil servants;

Mindful of decree No.94/199 of 7 October 1994 on the General Rules and Regulations of the Public Service as amended and supplemented by decree No.2000/287 of 12 October 2000;

Mindful of decree No.2000/696/PM of 13 September 2000 to fix the General System of Government Competitive Examinations;

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,

HEREBY ORDERS AS FOLLOWS:

Article 1. - a) A direct competitive examination to recruit 10 (ten) Senior Translators of the second grade of the 'A' category of the Public Service have been announced.

b) The written part of this examination shall take place on the 13 and 14 October 2018 in Yaounde, the only examination centre.

Article 2.- REQUIREMENTS

| Nature of examination | Categories | General conditions | Specific conditions |
|-----------------------|------------|--|--|
| Senior Translators | | - To be of Cameroonian nationality; - Be 17 years old at least and 34 years old at most as at 1 st January 2018 (born between the 01/01/1984 and 01/01/2001). - Be physically fit to assume the duties of Translator; - Never have been convicted. | Be holder of both a higher education Bachelor Degree or a recognized equivalent diploma and a Diploma in Translation issued by a national training institution or a foreign or international school featuring on a list approved a Prime Minister's order. |



Article 3.- FILE COMPOSITION

(1) The application file shall comprise the following documents :

- a) a registration form bearing a CFA 1000 francs fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all its Regional Delegations or downloaded at the following website address: <http://www.minfopra.gov.cm>;
- b) a certified true copy of birth certificate signed by a competent civil authority;
- c) a certificate of non-conviction;
- d) a certified true copy of the required certificate signed by a competent civil authority;

- e) an attestation of presentation of original of the required certificate signed by a competent civil authority;
- f) a receipt attesting payment of a registration fee of CFA 15 000 francs (fifteen thousand) issued by either the Head of the Direct Competitive and Scholarship Examinations Service at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
- g) a medical certificate issued by a public sector Medical Officer;
- h) a copy of the contract or decision of employment, for the state employee candidate governed by the Labour Code;
- i) 2 (two) passport-size photographs;
- j) an envelope bearing a CFA 500 francs stamp and the candidate's address.

N.B:

- All incomplete or late files or files containing documents signed by the Police shall be rejected;
- All documents should be certified by competent civil, municipal or legal authorities and not more than 3 (three) months old at the time of submission of file.

Article 4.- SYLLABUS AND EXAMINATION TIMETABLE

1. The syllabus for this examination are those of study cycles that have issued the required diplomas
2. The technical papers will dwell essentially on general or purely technical issues and will consist of translation of:
 - a text from French into English;
 - a text from English into French.
3. These papers shall be scheduled as follows:

| Date | Paper | Time | Time allowed | Coef. | Eliminatory mark |
|-----------------|-------------------|------------------|--------------|-------|------------------|
| 13 October 2018 | General Knowledge | 8a.m. - 12 p.m. | 4 hrs. | 3 | 5/20 |
| | Technical paper 1 | 1 p.m. - 5 p.m. | 4 hrs. | 5 | 5/20 |
| 14 October 2018 | Technical paper 2 | 8 a.m. - 12 p.m. | 4 hrs. | 4 | 5/20 |
| | Precis Writing | 1 p.m. - 4 p.m. | 3 hrs. | 3 | 5/20 |

4. The latest time to arrive at the examination centre is 7:00a.m.

Article 5.- ORAL PART OF THE EXAMINATION.

The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release for candidates who have been declared successful in the written part of the examination.

| Date | Paper | Coef | Time |
|-----------------|------------------------|------|----------------|
| To be announced | Interview with a panel | 1 | As from 8 a.m. |
| | Language | 1 | |



Article 6. - PUBLICATION OF RESULTS.

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Article 7.-This order shall be registered and published wherever necessary.

Yaounde, 03 AOUT 2018

THE MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM



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