

ORDER No. 1/000239/MINFOPRA OF 15 FEB 2024

To announce a direct competitive examination for the special recruitment of 100 (one hundred) personnel into the corps of Translation and Interpretation Services civil servants, for the 2024 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.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;

Mindful of order No.011713/MINFOPRA of 30 December 2019 to create the Joint Ministerial Commission in charge of the special recruitment of Translators and Translators-Interpreters into the Public Service for the 2020-2024 financial years;

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 letter No.B355/SG/PR of 20 November 2019 authorizing the special recruitment of 500 (five hundred) Translators and Translators-Interpreters into the Public Service for the next coming 5 (five) years, starting from 2020 financial year,

**HEREBY ORDERS AS FOLLOWS:**

**Article 1.-** (1) A direct competitive examination for the special recruitment of 100 (one Hundred) personnel into the corps of Translation and Interpretation Services civil servants, for the 2024 session, has been announced.

(2) The number of places offered for these competitive examinations are distributed as follows:

- 70 (seventy) Senior Translators of the second grade of the "A" category of the Public Service, including English A/French B : 35 and French A/English B : 35;
- 25 (twenty-five) Translators of the first grade of the "A" category of the Public Service, including English A/French B : 10 and French A/English B : 15;
- 5 (five) Senior Translators-Interpreters of the second grade of the "A" category of the Public Service, including English A/French B: 3 and French A/English B: 2;

**Article 2.-** These competitive examinations shall be opened to candidates who fulfilled the following requirements:

- a) Be of Cameroonian nationality;
- b) Be 17 (seventeen) years old at least and 40 (forty) years old at most on 1 January 2024 (born between the 1/1/1984 and 1/1/2007);
- c) 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;

d) Be holder of both:

- for **Senior Translators**: a higher education bachelor's degree or a recognized equivalent diploma **and** a diploma in translation or a recognized equivalent diploma issued by a national training institution or a foreign or international school featuring on a list approved by the Prime Minister's order;
- for **Translators**: a Baccalaureate diploma of General Secondary Education or the GCE Advanced Level in at least two papers excluding "religious knowledge" or a recognized equivalent certificate **and** a diploma in translation or a recognized equivalent diploma issued by a national training institution or a foreign or international school featuring on a list approved by the Prime Minister's order;
- for **Senior Translators-Interpreters**: a higher education bachelor's degree or a recognized equivalent diploma, a diploma in translation and a diploma in interpretation or recognized equivalent diplomas issued by a national training institution or a foreign or international school featuring on a list approved by the Prime Minister's order;

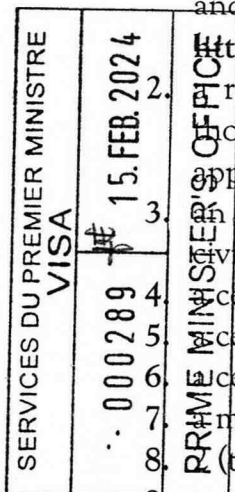
e) Be physically fit to assume the duties of Translators or Translators-Interpreters;

f) Enjoys his/her full rights as a citizen;

g) Not have been condemned for offences incompatible to the exercise of the functions of Translators or Translators-Interpreters as ascertain by the certificate of non-conviction.

**Article3.-** Application files can be submitted online at the address: [concoursonline.minfopra.gov.cm](http://concoursonline.minfopra.gov.cm) or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform against a receipt, right up till **Friday 29 March 2024**, final deadline and shall comprise the following documents:

1. a registration form bearing a **CFA F 1500 fiscal stamp, duly filled and signed by the candidate**. The forms can be obtained at all Regional Delegations of the Public Service and Administrative Reform or downloaded on the website:



- <http://www.minfopra.gov.cm>;
2. receipt attesting payment of a registration fee of **CFA F 25 000** francs (twenty-five thousand) issued by an **EXPRESS UNION** official at the place of submission of the application files;
3. an attestation of presentation of original of required certificates signed by a competent civil authority;
4. certified true copy of the required certificate signed by a competent civil authority;
5. certified true copy of birth certificate signed by a competent civil authority;
6. certificate of non-conviction issued by a competent judicial authority;
7. medical certificate issued by a public sector Medical Officer;
8. (two) passport-size photographs;
9. an envelope bearing a **CFA F 1000** stamp and the candidate's address.

**N.B:**

- In the absence of candidates in the grade or quorum not met in the said grade, the number of places reserved or missing in that grade shall be reserved for the candidates of the other grade having registered the largest number of applications;
- State employee candidates governed by the Labour Code who meet the requirements set out in Article 2 shall provide a copy of their contract or decision of employment;
- All incomplete or late files or files containing documents signed at a Police station 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.

- Candidates who submit their application files online are exempted from the modalities required for those who submit hard copies. However, the said hard copies must be submitted at the Ministry of the Public Service and Administrative Reform once the candidates have been finally declared successful.
- Candidates wishing to be assisted free of charge in the online registration process can get into contact with the local branches of the National Youth Observatory (ONJ) located within the Multipurpose Youth Empowerment Centres (CMPJ).

**Article 4.-** (1) The syllabus for these examinations are those of study cycles that have issued the diplomas required to be eligible to apply for this recruitment.

(2) The technical papers will focus essentially on general or purely technical issues and will consist in translating:

- a text from French into English;
- a text from English into French.

(3) The written part shall be organized in the following examination centres chosen by Candidates: **Bamenda, Buea, Garoua et Yaounde** and scheduled as follows:

Dates	Paper	Time	Time allowed	Coef.	Eliminatory mark
06 April 2024	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
07 April 2024	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 **7:00 a.m.** prompt for the morning papers and **12:30** for afternoon papers.

**Article 5.-** 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.-** The final results of the competitive examination shall be published through an order signed by the Minister of the Public Service and Administrative Reform.

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

Yaounde, **15 FEB 2024**

SERVICES DU PREMIER MINISTRE VISA	
000289	15.FEB.2024
PRIME MINISTER'S OFFICE	



**JOSEPH LE**

*Minister of the Public Service and  
Administrative Reform*