

ORDER No. 1/007931 MINFOPRA OF 25 OCT 2018

to announce a professional competitive examination for recruitment of personnel into the corps of Social Welfare civil servants for the 2018 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;

Mindful of decree No.75/788 of 18 December 1975 on the Special Rules and Regulations of the corps of Public Health and Social Welfare civil servants as amended and supplemented by decree No.78/468 of 2 November 1978;

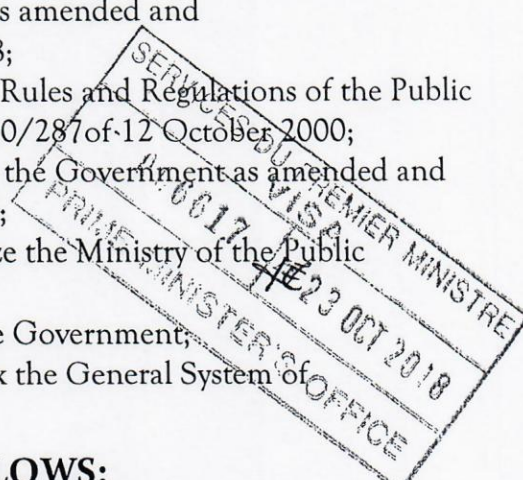
Mindful of decree No.94/199 of 7 October 1994 on the General Rules and Regulations of the Public Service as amended and supplemented by decree No.2000/287 of 12 October 2000;

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,



HEREBY ORDERS AS FOLLOWS:

Article 1: a) - A Professional competitive examination to recruit personnel into the corps of Social Welfare civil servants has been announced. The number of available places for the various categories is distributed as follows:

- **5 (five) Senior Social Welfare Inspectors** of the second grade of the 'A' category of the Public Service;
- **10 (ten) Social Welfare Inspectors** of the first grade of the 'A' category of the Public Service;
- **10 (ten) Senior Social Welfare Officers** of the second grade of the 'B' category of the Public Service;
- **10 (ten) Social Welfare Officers** of the first grade of the 'B' category of the Public Service.

b) - The written part of this examination shall take place on the **15th December 2018** in **Yaounde**, the **only examination Centre**.

Article 2: REQUIREMENTS.

Nature of examination	Cat.	Age limit	Seniority required	Remarks
Senior Social Welfare Inspectors	A2	50 years at most on 1 st January 2018 (be born after 31/12/1967).	Five years' effective service in the grade as at 1 st January 2018.	Open for Social Welfare Inspectors, category 'A1'.
Social Welfare Inspectors	A1	50 years at most on 1 st January 2018 (be born after 31/12/1967).	Five years' effective service in the grade as at 1 st January 2018.	Open for Senior Social Welfare Officers, category 'B2'.

Senior Social Welfare Officers	B2	50 years at most on 1 st January 2018 (be born after 31/12/1967).	Five years' effective service in the grade as at 1 st January 2018.	Open for Social Welfare Officers, category 'B1'.
Social Welfare Officers	B1	50 years at most on 1 st January 2018 (be born after 31/12/1967).	Five years' effective service in the grade as at 1 st January 2018.	Open for Social Welfare Assistants, category 'C'.

Article 3: FILE COMPOSITION.

Candidates' complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-Service Competitive Examinations Service (4th floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service and Administrative Reform, Recruitment and Training Service, not later than **Friday 30 November 2018**. The files shall comprise the following documents:

1. a registration form bearing a **CFA 1000 fiscal stamp**. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service and Administrative Reform or downloaded on the website: <http://www.minfopra.gov.cm>;
2. a certified true copy of birth certificate signed by a competent civil authority;
3. a receipt attesting payment of a registration fee of **CFA 20 000 francs** (twenty thousand) issued by either the Service Head for In-Service Competitive Examinations 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;
4. a photocopy of the candidate's absorption;
5. a photocopy of the candidate's reclassification, advancement, promotion, grade or change of corps instrument, where applicable;
6. a photocopy of the last advancement;
7. an attestation of effective presence;
8. 2 (two) passport-size photographs;
9. an envelop bearing a **500 francs CFA stamp**.



N.B.: a) All incomplete, late files or files containing documents signed by the Police shall be rejected.

b) The certification of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.

Article 4: SYLLABUS AND EXAMINATION TIMETABLE.

- 1- A detailed syllabus for the examination is appended to this order.
- 2- The written and oral parts of the examination shall be scheduled as follows:
 - a. **Written part**

Date	Paper	Time allowed	Time	Coef.	Eliminatory mark
15 December 2018	General Knowledge	4 hrs.	8 a.m. – 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. – 5 p.m.	6	5/20

Candidates are reminded that the latest time to arrive the examination Centre is 7 a.m. prompt.

b. Oral part

Only for candidates who are declared successful in the written part of the examinations for the 'A' and 'B' categories.

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

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.

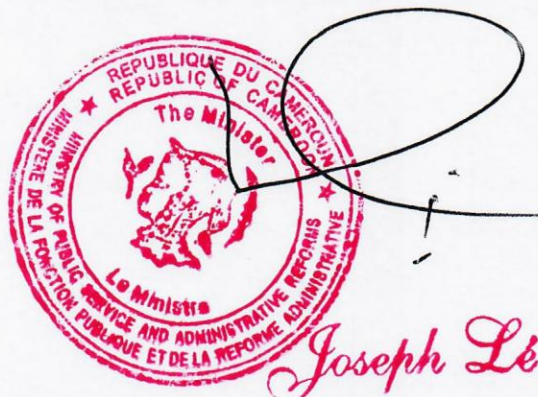
Article 5: PUBLICATION OF RESULTS.

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 6: This order shall be registered and published wherever necessary.

Yaounde, 25 OCT 2018

**MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM,**



SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS TO RECRUIT INTO THE CORPS OF SOCIAL WELFARE CIVIL SERVANTS

I. GENERAL KNOWLEDGE

Social, economic, political and cultural contemporary issues in Cameroon and Africa.

II. TECHNICAL PAPERS

1. RE-EDUCATION

a) Definition of concepts

- Adaptation;
- Inability;
- Unsuitability;
- The handicapped child;
- The child in mortal danger;
- Inability and handicap;
- Inability and illness.

b) Factors of inability

c) Sources of inability

d) Personality of the instructor

e) Re-education in a boarding establishment

f) Re-education in an open environment

g) The pedagogic method

h) The aftercare

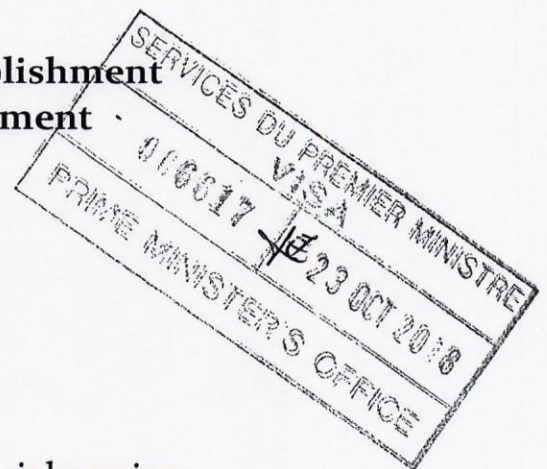
i) Controlled liberty

j) Release on bail

2. WELFARE SERVICE

Generalities

- Definition, objective, role of the social service;
- Moral principles and ethics;
- Intervention methodology;
- Social model;
- Intervention techniques;
- Tools: social inquiry, interview, social link; description, visits at home, social card index;
- Social welfare, procedure;
- Family and institutional placing;
- Welfare centre;
- Elements of social welfare policy;
- Case study;
- Comprehensive social welfare service;
- Specialized social welfare service;
- Category of welfare service;
- Marital conflicts.



3. GENERAL PSYCHOLOGY

- The basic factors of development: growth and maturing, stages of development, learning and motivation, development of language;
- Influence of the family on development: culture and practice of child education, psychological aspects of the family environment;
- Influence of society on the socialization process;
- Structure, social interaction, status and role;
- Emotional and social development.

4. SOCIAL PSYCHOLOGY

- Socialisation and interaction ;
- Socialization agent;
- Belonging to the group;
- Attitudes and beliefs;
- Disorganization, conflict and change.

5. CLINICAL PSYCHOLOGY

a) **Mental illnesses, Causes and factors of illnesses:**

- The mentally ill person in Black Africa: causes and treatment.

b) **Stress**

c) **Neuroses and distress**

d) **Psychoses**

