

ORDER No. 1 / 003941 / MINFOPRA OF 13 JUN 2018

To announce the competitive entrance examination for the recruitment of **one hundred and thirty five (135)** students into cycle "A" of the Administrative Division of the National School of Administration and Magistracy (ENAM), for the 2018/2019 academic year.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM

- Mindful of the Constitution;
- Mindful of law No.2017/010 of 12 July 2017 regulating the general rules of public 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, modifying by the Decree No.77/243 of 15 July 1977;
- Mindful of decree No.94/199 of 7 October 1994 regulating the general status of the Public Service, together with all the amendments thereto;
- Mindful of decree No.2011/408 of 9 December 2011 to organise the Government, modify by decree No.2018/190 of 2 March 2018;
- Mindful of decree No.2011/410 of 9 December 2011 to form the Government with its subsequent amendments namely decree No.2018/191 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.2018/240 of 9 April 2018 to reorganize the National School of Administration and Magistracy (ENAM);
- Mindful of decree No.2000/696/PM of 13 September 2000 regulating the general rules and regulations for government Competitive Entrance Examinations;
- Mindful of Order No.4831/MINFOPRA of 10 October 2012 regulating Studies and Schooling in the Administrative and Financial Divisions of the National School of Administration and Magistracy;

HEREBY ORDERS AS FOLLOWS:

Article 1: (1) A competitive entrance examination for the recruitment of **one hundred and thirty five (135)** students into Cycle "A" of the Administrative and Financial Divisions of ENAM, is hereby announced for the 2018/2019 academic year.

(2) The number of available seats is distributed as follows:



SECTION	Number of seats		
	External candidates	Internal candidates	TOTAL
General Administration	(50) fifty seats	(5) five seats	55
Economy and Finance	(20) twenty seats	(5) five seats	25
Labour Administration	(15) fifteen seats	(5) five seats	20
Social Affairs Administration	(30) thirty seats	(5) five seats	35
TOTAL	(115) One hundred and fifteen	(20) twenty	135

(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 all Cameroonians who meet the following conditions:

(1) For External Candidates:

- fulfil the general requirements for employment into the Public Service as well as the conditions laid down by the general rules and regulations of the Public Service ;
- be a holder of a Bachelor's degree issued by a university or a higher institution in Cameroon, including a professional Bachelor's Degree in Law, economic sciences and management, or any equivalent diploma issued by a foreign university;
- be a holder of a professional degree delivered by a recognised University;
- be thirty two (32) years of age, at most, as at 1st January 2018.

NB: Civil servants of any category are not permitted to complete as external candidates.

(2) For internal candidates:

- be a category "B" civil servant of the following corps: General Administration, Labour, Finance, Social Affairs or Revenues Services, who has served for at least five years in that rank as of 1st January 2018 ;
- be forty-five (45) years of age at most as of 1st January 2018.

Article 3: (1) Application forms are obtainable from ENAM's website www.enam.cm

(2) Examination fees stand at FCFA 15 000 (fifteen thousand francs) for external candidates and FCFA 25000 (twenty-five thousand francs) for internal candidates.



(3) Examination fees shall be paid either to the Accounting Officer of ENAM for those who submit in the Centre or the Regional Delegations of the Ministry of the Public Service and Administrative Reform for the others, against a receipt attesting payment of the said fees.

(4) All documents shall be submitted in ENAM or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform excluding those of the Centre Region.

(5) Application forms shall either be submitted in ENAM for applicants from the Centre or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than **Friday, 27th July 2018**.

(6) The documents required are as follows:

- a registration form bearing a FCFA 1000 fiscal stamp;
- a certified true copy of the required academic certificate;
- an attestation of the presentation of the original of the required certificate signed by the Governor or the Senior Divisional Officer;
- an attestation of presentation of the original of the G.C.E. A/L or an equivalent diploma;
- a receipt attesting payment of the registration fee, issued by the Accounting Officer of ENAM for those in the Centre or by the Regional Delegates of the Ministry of the Public Service and Administrative Reforms for the others;
- a certificate of non-conviction of not more than three (3) months issued by the competent Judicial authorities;
- a medical certificate of not more than three (3) months as at the date the application form is submitted and signed by a medical doctor of a public hospital;
- 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 for the competitive entrance examination issued by the Minister of Public Service and Administrative Reform as well as an absorption or reclassification instrument.

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

(7) The list of candidates authorized to sit for the competitive entrance examination shall be posted at ENAM on **Friday 10 August 2018** at the latest.

Posting 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 according to the following schedule:

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a) **Common Core**

- **General Knowledge**

Duration: 4 hours, coeff. 3

Date: Saturday, **11 August 2018** from 7:30am to 11:30am

- **Public Law**

Duration: 4 hours, Coeff. 4

Date: Saturday, **11 August 2018** from 1pm to 5pm

- **Economics**

Duration: 4 Hours, Coeff. 4

Date: Sunday, **12 August 2018** from 7:30am to 11:30am.

b) **Specialised Papers**

Duration: 3 hours, Coeff. 5

Date: Sunday, **12 August 2018** from 1pm to 5pm.

- **General Administration Section**

* Administrative Law.

- **Economy and finance Section**

* Accounts and Financial Analysis.

- **Labour Administration Section**

* Labour Law

- **Economy and Finance Section**

* Cost Accounting

- **Social Affairs Administration Section**

* Psychology.



(2) Candidates are expected at the examination halls at **7 am** at the latest 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 which shall take place in Yaounde (ENAM) shall comprise an interview with:

- a grand jury: coeff. 2
- a language jury: coeff. 1

Article 6: All National Identity Cards receipts obtained less than (3) three months before the latest date of application 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 in the Official Gazette in English and in French.

Done at Yaounde, on

13 JUN 2018

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



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**COMPETITIVE ENTRANCE EXAMINATION INTO CYCLE "A" OF THE
ADMINISTRATIVE DIVISION OF ENAM FOR THE 2018/2019 ACADEMIC
YEAR**

A - GENERAL KNOWLEDGE:*

- Literature, Philosophy, Modern History;
- Developments in Science and Technology;
- Civilization;
- Arts And Culture;
- Gender and Development;
- Regional Integration;
- Geopolitics, Geostrategy

B- PUBLIC LAW

1- Constitutional Law and political institutions

Electoral systems

Political Parties and Systems

Administrative Law and Institutions

a) Administrative functions/Administrative Organisation and State Policy

- Administrative Police (authorities, missions, control of police measures)

b) Administrative justice

- Organisation
- Functioning

2- Public Finance

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 cost;
- The production function;



- The theory of prices in pure and perfect competition: short and long term equilibrium;
- Price theory in perfect monopoly: short and long term equilibrium;
- Monopolistic competition;
- Oligopoly markets.

b) Applied Microeconomics

- Industrial and business firms in Cameroon: specific management problems;
- Tax levy and effects in pure and perfect competition: short and long term effects, effects in monopoly;
- Problems raised by price and quantity control in competition and in monopoly;
- Sector-based policies.

2. Macroeconomics

a) Income, Savings, Consumption

- Determination of National Income

- National income function;
- Investment function;
- Income-expenditure model;
- The multiplier: principles and constraints.

- Fluctuation in Income

- The accelerator;
- The oscillator.

b) Equilibrium Models and Macroeconomic Imbalance

- IS/LM model

- Principles and functioning
- Implications

- Relationship between Inflation and Unemployment

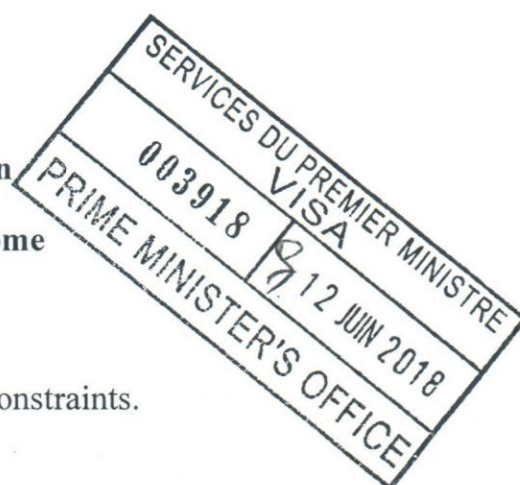
- Philip's curve;
- Issues faced by the Keynesian and Neoclassical theories.

- 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 Economy

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 organization 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;
- Limits of the monetary policy in the franc zone;
- International development financing;
- Developing countries debt.

f) Population and Development

- Population growth in developing countries;
- Optimal population growth;
- Education, health and development;
- Democracy and development.



g) International Economy

- Theories of International Trade;
- Labour productivity and comparative advantages: the Ricardian Model
- Resource and Exchange: the Heckscher-Ohlin model;
- Standard model of exchange;
- Economics, imperfect competition and international trade;
- International financial policy;
- Protectionism;
- Free trade;
- Trade policy in developing countries;
- World trade and globalization of trade;
- Economic integration;
- Exchange policy;
- National Accounting balance of payment;
- Exchange rates and exchange determination;
- International Monetary system;
- Monetary zones.

D- LABOUR LAW

- Objectives of labour Law:
 - protection of the workers;
 - Employment protection;
 - Social peace;
 - Social dialogue.
- Place and role of International Labour conventions;
- Legal status of workers:
 - Notion of the worker;
 - Rights of the workers;
 - Duties of the workers.
- Powers of the company manager:
 - Power and rights of control;
 - Regulatory authority;
 - Disciplinary authority.
- Performance of a labour contract
 - Workers' rights
 - Workers 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 fixed term contracts
- 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 psychology and development
- Health psychology and disability
- Psychology of groups with specific needs and personalities
- The biological basis, psychological and sociocultural family
- Social environments and responsible parenthood
- Medical anthropology and health
- Clinical practice and theories of management
- Psychopathology
- Ontogeny and sociogenesis of behaviour

F PALIAMENTARY LAW

- The sources of paliamentary law
- Parliamentary practices and procedures
- The role of the Paliamentary
- The paliamentary institutions
- The paliamentary functions and the running of the Paliament
- The parliament and the law



II – ORAL EXAMINATION

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 the citizen.

B – LANGUAGE JURY

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