

ORDER N° 1/003936 / MINFOPRA/OF 13 JUN 2018

To announce the competitive entrance examination for the recruitment of **eighty (80) students** into cycle "B" 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 **eighty (80) students** into Cycle "B" of the Administrative Division of ENAM, is hereby announced for the 2018/2019 academic year.

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

SECTION	Number of places
General Administration	sixty (60) seats
Labour Administration	twenty (20) seats

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(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 without distinction of language (English or French), who meet the following conditions:

(1) 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.

(2) Be holder of either the "Baccalaureat" or GCE "A" Level with at least two subjects passed in one sitting excluding Religious Knowledge, a "capacité en droit" or any other foreign equivalent certificate, recognized by the Minister of Higher Education.

(3) Be thirty two (32) years of age, at most, as at 1st January 2018.

NB: The civil servants are not allowed to apply.

Article 3: (1) Application forms can be downloaded on ENAM's website www.enam.cm

(2) Examination fees stand at FCFA 15 000 (fifteen thousand francs).

(3) Examination fees shall be paid to either the Accounting Officer of ENAM for those in the Centre Region or the Regional Delegates of the Ministry of 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 be submitted in ENAM or the Regional Delegations of the Ministry of Public Service and Administrative Reform not later than **Friday 27th July 2018**.

(6) Candidates' application files shall comprise the following documents:

- an application form bearing a FCFA 1000 fiscal stamp;
- a certified true copy of the required certificate;
- an attestation of presentation of the original of the required certificate signed by the Governor or the Senior Divisional Officer;
- a receipt attesting payment of the registration fee, issued by either the Accounting Officer ENAM for those in the Centre or the Regional Delegates of the Ministry of Public Service and Administrative Reform 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 signed by a medical doctor of the public sector;

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- a certified true copy of a birth certificate (handwritten or typed) signed by the competent administrative or council authorities.

NB: 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 in ENAM on **Friday, 24th 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 following this schedule:

a) Common Papers

- **General Knowledge**

Duration: 4 hours, coeff. 3

Date: Saturday, 25th August 2018 from 7:30am to 11:30am

- **Constitutional Law**

Duration: 4 hours, Coeff. 4

Date: Saturday, 25th August 2018 from 1pm to 5pm

- **Economics**

Duration: 4 Hours, Coeff. 4

Date: Sunday, 26th August 2018 from 7:30am to 11:30am.

b) Specialized Papers

Duration: 4 hours, Coeff. 05

Date: Sunday, 26th August 2018 from 1pm to 5pm.

- **General Administration**

* Administrative Law.

- **Labour Administration**

* Labour Law.

(2) Candidates are expected at the examination halls at **7 a.m.** at the latest for papers that shall be written in the morning, and **12:30 p.m.** for papers that shall be written in the afternoon.

Article 5: The oral part of the examination which shall be conducted in Yaounde (ENAM), shall comprise an interview with:

- a grand jury : coeff 2
- a language jury : coeff2



**PROGRAMME OF THE COMPETITIVE ENTRANCE EXAMINATION INTO
CYCLE "B" OF THE ADMINISTRATIVE DIVISION OF THE NATIONAL
SCHOOL OF ADMINISTRATION AND MAGISTRACY (ENAM) FOR THE
2018/2019 ACADEMIC YEAR.**

I - WRITTEN EXAM

A - GENERAL KNOWLEDGE PAPER

- Literature, Philosophy
- Scientific and Technological evolution
- Civilisation
- Arts
- Currents events, etc...

B - PUBLIC LAW PAPER

1 - Constitutional Law

- Fundamental public law
- The State – its role and organisation
- The parliamentary system
- Sovereignty of Parliament
- The principle of the separation of powers
- The legislative
- The judiciary
- The executive
- The Constitutional Charter
- Procedures for constitutional amendment
- Political systems
- History of Institutions in Cameroon

2 - Administrative law

- Fundamental principles of administrative law
- The Organisation of administration
- Decentralisation (territorial and services)
- Procedure vis-à-vis administrative jurisdictions
- Administrative contracts
- Special administrative law

C - ECONOMICS

- Major contemporary economic systems
- Production
- Consumption



- Investment
- Economic functions
- Money and finance
- National and international monetary phenomena
- Foreign exchange

D-LABOUR LAW

- Objectives of labour Law
 - o Protection of the worker
 - o Employment protection
 - o Social peace
 - o Social dialogue

- Place and role of International Labour conventions
- Legal status of workers
 - o The worker;
 - o Rights of the worker;
 - o Duties of the worker.

- Powers of the Company Manager
 - o Power and rights of control
 - o Regulatory authority
 - o Disciplinary authority

- Performance of a labour contract
 - o The worker's rights
 - o The worker's obligations
 - o Incidents relating to the performance of labour contracts
 - * Suspension of a labour contract
 - * Amendment of the labour contract

- Termination of employment contract
 - o Termination of fixed term contracts
 - o Termination of an open-ended contract
 - o Termination of fixed term contracts
 - * At the initiative of one of the parties
 - * Within the limits set by law

 - o Termination of an indefinite labour contract
 - * At the initiative of one of the parties
 - * Redundancy for economic reasons



II – ORAL EXAM

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.

