

N° 1/22/2017 MINFOPRA/SG/DDRHE/SDC/SCDB

Yaounde,

05 OCT 2017

RECRUITMENT NOTICE

The Minister of the Public Service and Administrative Reform hereby informs the general public that a special recruitment of 200 (two hundred) auxiliary staff of the 3rd and 5th categories for various Ministries has been announced for the 2017 financial year.

A selection test shall take place on 17 December 2017 in Yaounde, the only examination centre.

I. AVAILABLE PLACES

The number of available places is distributed as follows:

Categories	Profile and required certificates	Number of places
5 th	Secretaries (CAP Shorthand typist, Secretarial duties)	74
3 rd	Drivers (Driving licence B)	126
Total		200

II. GENERAL REQUIREMENTS

This recruitment shall be open to all Cameroonians who fulfil the following conditions:

1- General requirements:

- Fulfil all the general requirements for admission to a Public Service employment ;
- Be at least 17 (seventeen) and at most 40 (forty) years of age as at 1st January 2017.

2- Specific requirements:

- For Secretaries of the 5th category, incremental position 1 (5/1), be holder of the Certificat d'Aptitude Professionnelle (CAP) in Shorthand typist, in Secretarial duties or any other recognized equivalent certificate.
- For Drivers of the 3rd category, incremental position 1 (3/1), be holder of a Driving Licence B.

III. FILE COMPOSITION

Candidates' complete application files shall be submitted, against a receipt, at all Regional Delegations of the Public Service and Administrative Reform, not later than **Friday 24 November 2017**. The files shall comprise the following documents:

- 1) A registration form bearing a CFA 1000 fiscal stamp. The forms can be obtained at the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service ;
- 2) A certified true copy of birth certificate signed by a competent civil administrative or municipal authority not more than 3 (three) months old ;
- 3) A certificate of non-conviction not more than 3 (three) months old ;
- 4) A certified true copy of the required certificate or recruitment document signed by a competent civil authority and not more than 3 (three) months old ;
- 5) An attestation of presentation of original of required certificate or recruitment document signed by a competent civil authority, not more than 3 (three) months old ;
- 6) A medical certificate issued by a public sector Medical Officer not more than 3 (three) months old ;
- 7) A receipt attesting payment of a registration fee of CFA 15000 (fifteen thousand) francs issued by the Service Head for Recruitments and Training at the Regional Delegations of the Ministry of the Public Service and Administrative Reform ;
- 8) 4 (four) passport-size photographs ;
- 9) A CFA 500 francs stamped envelop bearing the candidate's address.
 - Candidates who have worked on behalf of a ministry must provide supporting documents to that effect.
 - All incomplete or late files or files containing documents signed by the Police shall be rejected.

IV. SYLLABUS AND TIMETABLE OF THE WRITTEN PART

1. The syllabuses for this selection test are those of study cycles that have issued the required diplomas.
2. The written papers shall be scheduled as follows:

Profiles	Paper	Time	Time allowed	Coef.	Eliminatory mark
Secretaries	Dictation and Reading Comprehension	8: a.m. – 10 : a.m.	2hrs.	3	5/20
	Technical Paper	11: a.m. – 1: p.m.	2hrs.	5	5/20
Drivers	Technical Paper	8: a.m. – 10 : a.m.	2hrs.	5	5/20

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

V. RECRUITMENT MODALITIES

- The final results of this selection test shall be published through an instrument signed by the by the Minister of the Public Service and Administrative Reform.

- Candidates selected at the end of the process shall be recruited through a decision signed by the Minister of the Public Service and Administrative Reform, as State employees governed by the Labour Code.

- Salaries of the above mentioned personnel shall be governed by the salary scale applicable to State personnel governed by the Labour Code.

- Selected candidates shall be posted to the various Ministries concerned.

Copies:

- PM/SG
- Ministerial Depart. concerned
- MINFOPRA/DDRHE/CELCOM
- All Reg. Del./MINFOPRA
- Notice Board/File

Yaounde, 05 OCT 2017

The Minister of Public Service and
Administrative Reform,



Angouing Michel Ange
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