

# MINISTRY OF JUSTICE

## CALL FOR APPLICATION

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The Minister of State, Minister of Justice, Keeper of the Seals hereby informs the public that a recruitment of two hundred (200) Secretaries is open for courts, central and decentralized services of the Ministry of Justice.

The recruitment shall be done based on the study of files followed by skill tests and according to the following terms:

### I- GENERAL CONDITIONS TO APPLY :

#### A- Certificates needed:

- HND options : Executive Secretariat / Office Automation/ Bilingual Office automation / Assistance to the Director;
- Baccalauréat G1 or any General Education Baccalauréat + attestation of completion of training in computer science or office automation;
- Probatoire G1 or any General Education Probatoire + attestation of completion of training in computer science or office automation;
- CAP options : Secretariat/ Stenographer-Typist/ Office employee;
- GCE O Level + attestation of completion of training in computer science or office automation;

**N.B:** In all cases, equivalent certificates shall be accepted and candidates shall have a good knowledge in computers (Windows, Ms Office, Internet).

#### B- Profile of candidates :

- Be a Cameroonian;
- as of 1 January 2019, be aged:
  - between 17 and 40 for holders of GCE A Level and HND;
  - between 17 and 35 for holders of CAP, GCE O Level and Probatoire.

### II- NUMBER OF PLACES :

- Holders of HND ..... 50 places;
- Holders of GCE A level ..... 60 places;
- Holders of Probatoire ..... 50 places;
- Holders of GCE O level/CAP ..... 40 places.

### III-COMPOSITION OF FILES

- An application with a stamp worth the official rate, specifying the address of the candidate;
- a certified true copy of the birth certificate signed by the competent civil authority (Mayor, Divisional Officer, Senior Divisional Officer, Governor);
- a criminal record, (bulletin No. 3) of less than three (3) months old;
- a certified true copy of the required certificate signed by a competent civil authority;
- an attestation of presentation of the original of the required certificate signed by a competent authority (Senior Divisional Officer, Governor);
- a receipt attesting the payment of CFAF 20,000 to the Director of General Affairs of the Ministry of Justice;
- a medical certificate of less than three (3) months old, issued by a Public Service medical Doctor;
- four (4) passport size photographs with the candidate's names written on the back;
- an A4 envelop bearing the candidate's address and a postal stamp at the official rate.

**NB:** all incomplete, late files or files with fake or forged documents, unsigned or with documents signed in a police station shall be simply rejected.

### IV- SUBMISSION OF DOCUMENTS

Complete files shall be submitted against a receipt at the Ministry of Justice, Department of General Affairs, Service for non-Judicial and Legal Officers, latest on 06 SEPT 2019.

### V- DATE AND VENUE OF THE EXAM

Selection tests shall unfold at the sole centre of Yaounde on 05 OCT 2019.  
The venue shall be communicated through radio announcement, press release and posting.

Laurent Esso

*Minister of State, Minister of Justice,  
Keeper of the Seals*