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CALL FOR APPLICATIONS No. \_\_\_/AAC/NASLA/DG/DGA/DF/CFCS OF 30 MARS 2023

To select trainees for the In-service Training programme at the National School of Local Administration (NASLA) in Buea, for the first semester of 2023.

A call for application is hereby launched at the National School of Local Administration (NASLA), Buea, to select trainees for the first semester of the year 2023 within the framework of its In-service Training programme, for professionals in areas of competence and specialities of local administration in Cameroon and abroad.

The following are eligibility requirements for interested candidates:

1) Eligibility requirements

- Have at least three (3) years of professional experience in a Regional and Local Authority, a public or private organisation, an central administration or a Deconcentrated Service of the State, an association or a national or international operator, concerned with decentralisation, governance, democracy and development at the local level;
- Be a holder of one of the qualifications specified in the table below;
- Be computer and Internet literate (for online training).

2) Number of places<sup>1</sup>, level required, mode and cost of training per job skill

RLA JOBS	NUMBER OF PLACES	QUALIFICATIONS REQUIRED IN ADDITION TO YEARS OF PROFESSIONAL EXPERIENCE	TRAINING MODE	FEEES
Territorial Development Officer	50	<ul style="list-style-type: none"><li>- At least an HND (GCE A/L +2);</li><li>- CEFAM Cycle II diploma + GCE A/L (or any other equivalent diploma)</li></ul>	On-campus	<ul style="list-style-type: none"><li>- Cameroonians: CFAF 750 000</li><li>- Foreigners: CFAF 1 000 000</li></ul>
Secretary General of a Council/Region	50	<ul style="list-style-type: none"><li>- At least an HND (GCE A/L +2) or;</li><li>- CEFAM Cycle II diploma + GCE A/L (or any other equivalent diploma)</li></ul>	Online + some on-campus sessions if necessary	<ul style="list-style-type: none"><li>- Cameroonians: CFAF 1 000 000</li><li>- Foreigners: CFAF 1 500 000</li></ul>

<sup>1</sup> The quota of places reserved for foreigners per job skill is 5% of the total number of places to be filled, rounded up to the nearest whole number, if necessary.

RLA JOBS	NUMBER OF PLACES	QUALIFICATIONS REQUIRED IN ADDITION TO YEARS OF PROFESSIONAL EXPERIENCE	TRAINING MODE	FEEES
Management Stores Accounting of RLA and their establishments	50	At least a GCE A/L (or any other equivalent diploma).	Online + some on-campus sessions as necessary	- Cameroonians: CFAF 750 000 - Foreigners: CFAF 1 000 000
Accounting Officer of RLAs and their establishments	50	- At least an HND in fields related to Finance, Accounting or Administration or; - CEFAM Cycle I diploma or - CEFAM Cycle II diploma + GCE A/L (or any other equivalent diploma)	Online + some on-campus sessions as necessary	- Cameroonians: CFAF 750 000 - Foreigners: CFAF 1 000 000
Assistant Accounting Officer of RLAs and their establishments	30	At least a FSLC + 2 years of vocational training	On-campus	- Cameroonians: CFAF 500 000 - Foreigners: CFAF 750 000
Budgetary and Finance Management Officer of RLAs and their establishments	50	- At least an HND in fields related to Finance, Accounting or Administration or; - CEFAM Cycle I diploma or - CEFAM Cycle II diploma + GCE A/L (or any other equivalent diploma)	Online + some on-campus sessions as necessary	- Cameroonians: CFAF 750 000 - Foreigners: CFAF 1 000 000
Budgetary and Finance Management Assistant Officer of RLAs and their establishments	30	At least a FSLC + 2 years of vocational training	On-campus	- Cameroonians: CFAF 500 000 - Foreigners: CFAF 750 000
<b>TOTAL</b>	310	----		

### 3) Selection schedule and training venue

- Deadline for submission of application files: **28 May 2023**
- Anticipated date of the selection interview: **10 June 2023**
- Anticipated date of publication of final results: **14 June 2023**
- Anticipated start date of the online and on-campus training: **26 June 2023**

### 4) Specific requirements

The application file should include the following documents:

- one (01) application form to be filled online, which is available on the website : [www.nasla.cm](http://www.nasla.cm);
- One (01) certified photocopy of the employment contract or the integration document, not more than three (03) months old;

- One (01) Attestation of Effective Presence on the post;
- one (01) certified photocopy of the required diploma dated less than three (03) months
- one (01) photocopy of the National Identity Card or Passport;
- a curriculum vitae summarised on one (01) page maximum;
- One (01) 4X4 colour photo;
- The original payment receipt of the (non-refundable) application fees into the **BICEC NASLA account No. 0868 544 2000 25** opened with the *Banque Internationale du Cameroun pour l'Epargne et le Crédit* (BICEC).

**5) Place and deadline for submission of applications**

- a. Both foreign and national candidates are requested to submit their applications
  - i. **Online on the NASLA website: [www.nasla.cm](http://www.nasla.cm) or;**
  - ii. **At NASLA headquarters in Buca, after which a receipt is issued.**
- b. **Deadline for submission of files: Sunday 28 May 2023**

**6) Duration of the training and admission requirements**

- a. The duration of the training is 560 hours.
- b. The selection of candidates is done through file study, taking into account the academic level, the professional profile and motivations. The final admission of the candidate comes after a selection interview (on-campus or online, depending on the Administration).

**NB: Applications from women and people with disabilities are strongly encouraged.**

**7) Financial requirements**

The (non-refundable) application fee is CFAF thirty-five thousand (35,000), to be paid only into the **BICEC NASLA account No. 0868 544 2000 25**, opened with the *Banque Internationale du Cameroun pour l'Epargne et le Crédit* (BICEC).

**8) Useful Contacts**

- [www.nasla.cm](http://www.nasla.cm);
- Tel. : +237 233 32 20 40 ; Email: [contact@nasla.cm](mailto:contact@nasla.cm); Mobile: 695.27 11 00

Buca, **30 MARS 2023**



**The Director General  
Le Directeur Général**

*Janyitiku E. Bayee*  
**Senior Administrative Officer**