



CALL FOR APPLICATIONS No. **006-2025** /AC/MINEFOP/CAB OF **30 JUL 2025**
FOR THE SELECTION AND PLACEMENT OF **TWO THOUSAND ONE HUNDRED AND TWENTY (2,120) YOUNG VOLUNTEER TRAINEES** TO FACILITATE VOCATIONAL INFORMATION AND GUIDANCE AS WELL AS EMPLOYMENT COUNSELLING ACTIVITIES IN BEM (MUNICIPAL EMPLOYMENT OFFICES) OPERATIONALIZATION STRUCTURES, AND THEIR PLACEMENT IN COMMUNITY PROJECTS AS PART OF THE FIRST EDITION OF THE YOUTH GUIDANCE-TRAINING-EMPLOYMENT HOLIDAY PROGRAMME (ORFEV-JEUNES).

I. CONTEXT AND JUSTIFICATION

As part of the implementation of the National Youth Employment Action Plan (PANEJ), the Ministry of Employment and Vocational Training (MINEFOP), in collaboration with the Ministry of Youth Affairs and Civic Education (MINJEC), Decentralized Local Authorities (DLAs), and with the support of the National Employment Fund (FNE), the National Youth Council (CNJC), the National Volunteering Program (PNV), the National Employment and Vocational Training Observatory (ONEFOP), the Career Information and Guidance Centers (CIOP), the National Youth Observatory (ONJ), other governmental and non-governmental professional integration programmes and projects, as well as public, semi-public, and private enterprises, is organizing the first edition of **ORFEV-JEUNES (Youth Guidance - Training - Employment Holiday Programme)** across the national territory.

ORFEV-JEUNES aims to provide youth with a structured opportunity during the holiday period to Encourage greater orientation toward vocational training; Enhance youth employability through various activities, including information sessions, career guidance, technical and professional skills acquisition, entrepreneurship training, and participation in Labour-Intensive Projects (HIMO).

II. PURPOSE

This call for applications aims to select and place two thousand one hundred and twenty **(2,120) young volunteer trainees** in professional immersion, including **1,080** for information, career guidance and employment counselling activities in structures with Municipal Employment Offices (BEM) either already operational or to be made operational, and **1,040** for placement in labour-intensive projects (HIMO), mainly in local councils within regional and divisional headquarters.

III. DESCRIPTION OF TASKS

Operationalization of BEMs

- ✓ Welcoming and guiding users;
- ✓ Developing a database of job seekers and employment providers;
- ✓ Processing and disseminating job opportunity information;
- ✓ Identifying stakeholders within the local council;
- ✓ Monitoring activities of various development partners;
- ✓ Handling work-related administrative tasks;
- ✓ Supporting communication and awareness-raising activities.

For Vocational Information, Guidance and Employment counselling Activities in structures with existing or soon-to-be operationalised BEMs:

With regard to vocational information and guidance

- ✓ Facilitating academic and career guidance sessions;
- ✓ Advising youths on career choices, training paths, and professional trajectories;
- ✓ Promoting civic and patriotic engagement;
- ✓ Utilizing pedagogical tools provided by Career Information and Guidance Centres (CIOP);
- ✓ Attending initial training sessions delivered by CIOP and experts;
- ✓ Drafting and implementing a micro-schedule for animation activities in the CMPJ within the sub-division and other relevant locations;
- ✓ Organizing information, guidance, and civic mobilization sessions for youth (students, trainees, job seekers, school drop-outs, etc.);
- ✓ Completing provided monitoring and evaluation tools;
- ✓ Submitting a concise traineeship report at the end of the programme.

With regard to Employment Counselling:

- ✓ Welcoming and guiding users;
- ✓ Developing a database of job seekers and employment providers;
- ✓ Processing and disseminating job opportunity information;
- ✓ Identifying stakeholders within the local council;
- ✓ Monitoring activities of various development partners;
- ✓ Handling work-related administrative tasks;
- ✓ Supporting communication and awareness-raising activities.

For Labor-Intensive Projects (HIMO):

- ✓ Conducting light rehabilitation and maintenance works on local infrastructure (schools, health centres, markets, etc.);
- ✓ Cleaning of public spaces (weeding, drain cleaning, street cleaning, beautification of green spaces, etc.);
- ✓ Executing minor road maintenance or urban development works.

IV. ELIGIBILITY CONDITIONS

For Vocational Information, Guidance and Employment counselling Activities in structures with existing or soon-to-be operationalised BEMs:

Eligible applicants must be Cameroonian youths of both sexes meeting the following criteria:

- Be a Cameroonian and aged between 18 and 35;
- **Hold a minimum education level equivalent to Bac+2**, with priority given to students enrolled in a Bachelor's programme or graduates in fields related to education sciences, psychology, sociology, career guidance, social sciences, communication, or related disciplines;
- **Be proficient in French and/or English** (oral and written);
- **Possess strong facilitation, communication, and listening skills;**
- Be a resident or native of the chosen sub-division to ensure field knowledge;
- **Apply for a specific sub-division;**
- Have undergone REAMORCE training or demonstrate good moral standing, if applicable;
- Be available full-time for one (01) consecutive month, starting from **10 August 2025**.

Registration with either the National Employment Fund (FNE), Municipal Employment Offices (BEM), or the National Youth Observatory (ONJ) and possession of a Biometric Youth Card would be an added advantage.

For Labor-Intensive Projects (HIMO):

Eligible applicants must meet the following criteria:

- Be a Cameroonian aged between 18 and 35;
- Be registered with the National Employment Fund (FNE), Municipal Employment Offices (BEM), or the National Youth Observatory (ONJ);
- Possess a Biometric Youth Card (where applicable);
- Be in good physical condition;
- Have undergone REAMORCE training or demonstrate good moral standing, if applicable.

V. SUPPORT CONDITIONS

Selected candidates will receive a volunteer stipend and a certificate upon completion of their traineeship.

VI. REQUIRED APPLICATION DOCUMENTS

Applications must include the following:

- A duly completed application form, downloadable from www.emploijeune.cm (youth employment portal) or obtainable from regional and divisional delegations of the Ministry of Employment and Vocational Training, Career Information and Guidance Centres (CIOP), and decentralized services of abovementioned partner structures;
- Photocopies of diplomas and other attestations or certificates;
- A photocopy of the National Identity Card (CNI) or CNI application receipt where applicable;
- A photocopy of the Biometric Youth Card, where applicable;
- A Curriculum Vitae, where applicable.

VII. SUBMISSION DEADLINE AND MODALITIES

Applications must be submitted no later than **Friday 8 August 2025**:

- **In hard copy (sealed envelope), by 3:30 PM**, to the mail service of the Ministry of Employment and Vocational Training (Nlongkak), Career Information and Guidance Centres (CIOP), or MINEFOP's decentralized services;
- **In soft copy, by 11:59 PM**, via www.emploijeune.cm /(youth employment portal - ORFEV JEUNES tab).

All applications must bear the following mention: ***"FOR THE SELECTION AND PLACEMENT OF TWO THOUSAND ONE HUNDRED AND TWENTY (2,120) YOUNG VOLUNTEER TRAINEES TO FACILITATE VOCATIONAL INFORMATION AND GUIDANCE AS WELL AS EMPLOYMENT COUNSELLING ACTIVITIES IN BEM (MUNICIPAL EMPLOYMENT OFFICES) OPERATIONALIZATION STRUCTURES, AND THEIR PLACEMENT IN COMMUNITY PROJECTS AS PART OF THE FIRST EDITION OF THE YOUTH GUIDANCE-TRAINING-EMPLOYMENT HOLIDAY PROGRAMME (ORFEV-JEUNES)."***

VIII. SELECTION PROCESS

Complete application files shall be reviewed during a pre-selection phase conducted by MINEFOP's Central and Decentralized Services. Shortlisted applications will undergo a final selection by the Joint Ad-Hoc Committee established for this purpose by the Minister of Employment and Vocational Training. Upon completion of the selection process, successful candidates will be notified through public postings and/or electronic means.

IX. ADDITIONAL INFORMATION

For further information, applicants may contact the central, attached, subordinate and decentralised services of the Ministry of Employment and Vocational Training, as well as services of the aforementioned partner structures. They may also call the following numbers: **656602792/677675534/677765264** or visit the platform www.emploijeune.cm.

Yaoundé, the 30 JUL 2025

**Le Ministre de l'Emploi et de la
Formation Professionnelle A.I.**



Mounouna Foutsou