

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DES TRAVAUX
PUBLICS



ECOLE NATIONALE SUPERIEURE
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REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF PUBLIC
WORKS

NATIONAL ADVANCED SCHOOL
OF PUBLIC WORKS

THE BOARD OF DIRECTORS

**ORGANISATION CHART OF THE
NATIONAL ADVANCED SCHOOL OF
PUBLIC WORKS (NASPW)**

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MINISTRY OF PUBLIC WORKS

NATIONAL ADVANCED SCHOOL
OF PUBLIC WORKS

BOARD OF DIRECTORS

**RESOLUTION No. 003 /CD OF _____ ADOPTING THE ORGANISATION
CHART OF THE NATIONAL ADVANCED SCHOOL OF PUBLIC WORKS**

THE BOARD OF DIRECTORS

MINDFUL of the Constitution;

MINDFUL of Law No. 2001/005 of 16 April 2001 on the orientation of higher education;

MINDFUL of Law No. 2017/010 of 12 July 2017 to lay down rules and regulations governing public establishments;

MINDFUL of Law No. 2018/012 of 12 July 2018 relating to the Fiscal Regime of the State;

MINDFUL of Decree No. 2011/409 of 9 December 2011 to organize the Government, Amended and supplemented by Decree No. 2018/190 of 2 March 2018;

MINDFUL of Decree No. 2012/433 of 1 October 2012 to organise the Ministry of Higher Education;

MINDFUL of Decree No. 2016/426 of 26 October 2016 relating to the reorganization of the National Advanced School of Public Works;

MINDFUL of Decree No. 2018/461 of 7 August 2018 to organise the Ministry of Public Works;

MINDFUL of Decree No. 2019/541 of 14 October 2019 to appoint the President of the Board of Directors of the NASPW;

MINDFUL of Decree No. 2019/542 of 14 October 2019 to appoint the Director and Deputy Director in charge of studies of the NASPW;

MINDFUL of Order No. 038/PM of 7 April 2020 to establish the composition of the Board of Directors of the National Advanced School of Public Works;

MINDFUL of the deliberations of the Board of Directors of the NASPW during its 2nd Extraordinary session of 7 July 2021,

HEREBY ADOPT AS FOLLOWS:

**CHAPTER I
GENERAL PROVISIONS**

Article 1: This resolution adopts the organisational chart of the National Advanced School of Public Works, hereinafter referred to as «NASPW».

Article 2: NASPW shall be comprised of:

- the Management ;
- the Specialised Training Centres.

CHAPTER II THE MANAGEMENT

Article 3: To accomplish its missions, the Management of NASPW, headed by its Director assisted by the Deputy Director in charge of Studies, shall have the following attached Services and Divisions

SECTION 1: SERVICES ATTACHED TO THE MANAGEMENT

Article 4: The services attached to the Management of NASPW shall include:

- Executive Assistants ;
- the Mail and Liaison Service;
- the Legal Affairs and Litigation Service;
- the Infirmary;
- the Communication and Bilingualism Promotion Unit;
- the Management Control and Internal Audit Unit;
- the Library, Documentation and Archives Centre;
- the Doctoral Training Unit;
- the Admissions Unit.

Article 5: Executive Assistants (2), placed at the disposal of the Director and the Deputy Director in charge of studies, shall carry out all the missions entrusted to them.

Article 6: The Mail and Liaison Service

1) Under the authority of a Service Head, the Mail and Liaison Service shall be responsible for:

- receiving, informing and orienting users ;
- receiving, processing and distributing mail
- registering and coding physical files
- creating electronic files in collaboration with the library and the IT service;
- the circulation of mail;
- reproducing individual deeds and all other service documents;
- filing and keeping signed documents
- following up users' requests;
- notifying signed deeds.

2) The Mail and Liaison Service shall comprise the Incoming Mail Bureau, the Outgoing Mail Bureau and the Reprography Bureau.

3) Each Bureau shall be headed by a Bureau Head.



Article 7: The Legal Affairs and Litigation Service

1) Under the authority of a Service Head, the Legal Affairs and Litigation Service shall be responsible for:

- the respect of the legality and the legal compliance of deeds committing NASPW;
- defending and monitoring NASPW's interests in court;
- assisting NASPW in litigation;
- preparing and formatting of draft legal instruments;
- promoting and popularising legal culture within NASPW;
- studying the formatting of conventions and agreements concluded with foreign partners, international organisations and legal persons under public or private law in conjunction with the Ministry in charge of external relations
- following up legal provisions and measures relating to patents and the protection of intellectual property, in conjunction with the administrations concerned.

2) The Head of the Legal Affairs and Litigation Department shall be assisted by two (2) Junior Executives.

Article 8: The Communication and Bilingualism Promotion Unit

1) Under the authority of a Unit Head, the Communication and Bilingualism Promotion Unit shall be responsible for:

- ensuring permanent promotion of NASPW's image;
- drafting and publishing the information bulletin and any other publication of interest to NASPW ;
- ensuring permanent promotion of NASPW 's brand image;
- implementing NASPW's communication strategy;
- organising press conferences and other NASPW's communication actions ;
- exploiting articles about NASPW published in the national and international press;
- ensuring communication relating to the organisation of colloquiums, conferences, study trips and institutional meetings;
- disseminating information relating to the life of NASPW at the scientific, administrative and associative levels;
- gathering, analysing and conserving NASPW's journalistic and audiovisual documentation;
- promoting relations with the media and other communication services;
- ensuring protocol and organising ceremonies at NASPW;
- managing NASPW's website in conjunction with the IT Service and the Departments;
- ensuring the routine translation of documents;
- ensuring quality control of translations;
- promoting bilingualism;
- creating and providing a terminology database relating to engineering and technology.

2) The Communication and Bilingualism Promotion Unit shall be comprised of the Communication and Public Relations Service and the Translation and Promotion of Bilingualism Service.

3) Each Service Head shall be assisted by two (2) Junior Executives.

Article 9: The Infirmary

1) Under the authority of a Service Head, the Infirmary shall be responsible for:

- medical visits and consultations of students;
- medical tests and analyses;

- raising awareness on industrial hazard prevention;
 - health monitoring of staff and students;
 - information, education and provision of statistical data on health issues.
- 2) The Head of the Infirmary shall be assisted by two (2) Junior Executives.

Article 10: The Management Control and Internal Audit Unit

- 1) Under the authority of a Unit Head, the Management Control and Internal Audit Unit shall be responsible for:
- drawing up summary notes on the implementation of action programmes
 - drafting memos and activity reports of NASPW services;
 - issuing automatic reminders to services in the event of non-compliance with the prescribed deadlines for processing files;
 - ensuring compliance with procedures and regulations in force;
 - exercising permanent control over the execution of the budget;
 - determining performance indicators and ensuring that management elements are compatible with the standards laid down;
 - determining risk levels and their mitigation.
- (2) The Management Control and Internal Audit Unit shall be comprised of the Management Control Service and the Internal Audit Service.
- (3) Each Service Head shall be assisted by two (2) Junior Executives.

Article 11: The Library, Documentation and Archives Centre

- 1) Under the authority of a Head of Centre, the Library, Documentation and Archives Centre shall be responsible for:
- proposing actions to renew the library ;
 - coordinating the archiving of documentation
 - organising and facilitating library activities;
 - collecting, centralising, disseminating and preserving study reports, proceedings and documents of all kinds of interest to NASPW ;
 - designing and implementing a physical and electronic archiving system for NASPW documentation.
- 2) The Library, Documentation and Archives Centre shall be comprised of the Library and the Documentation and Archives Service.

Article 12: The Library

- 1) Under the authority of a Service Head, the Library shall be responsible for:
- proposing actions to renew the library ;
 - organising and facilitating library activities.
- 2) The Department Head of the Library shall be assisted by two (2) Junior Executives.

Article 13: The Documentation and Archives Service

- 1) Under the authority of a Service Head, the Documentation and Archives Service shall be responsible for:
- coordinating the archiving of documentation ;

- collecting, centralising, distributing and preserving study reports, proceedings and documents of all kinds of interest to NASPW
 - designing and implementing a physical and electronic archiving system for NASPW documentation.
- 2) The Documentation and Archives Service shall comprise: the Documentation Bureau and the Archives Bureau.
- 3) Each Bureau shall be headed by a Bureau Head.

Article 14: The Doctoral Training Unit

- 1) Under the authority of a Unit Head, the Doctoral Training Unit shall be responsible for:
- defining, designing and validating doctoral training programmes;
 - creating and managing the different research laboratories
 - defining the criteria and methods for supervising doctoral students
 - making proposal for the acquisition of various research materials
 - mobilising resources for technical support for research
 - defining selection criteria for doctoral students in relation with university partners;
 - validating research topics in conjunction with the university partners;
 - selecting doctoral students in conjunction with the university partners;
 - monitoring the supervision of doctoral research activities;
 - elaborating defence criteria in conjunction with the university partners;
 - organisation thesis defences.
- 2) The Head of the Doctoral Training Unit shall be assisted by two (2) Assistant Research Officers, two (2) Junior Executives and Research Laboratory Officials.

Article 15: The Admissions Unit

- 1) Under the authority of a Unit Head, the Admission Unit shall be responsible for:
- the organisation of entrance examinations;
 - the production of statistics relating to examinations and competitive examinations;
 - the collection, processing and conservation of archives relating to examinations and competitive examinations;
 - the material organisation of competitions;
 - the filing and storage of examination and competitive exam result forms and reports
 - the follow-up of the litigation of examinations and competitive exams in conjunction with the Legal Affairs Service;
 - drafting instruments for opening of competitive examinations organised by NASPW in conjunction with the Legal Affairs and Litigation Unit
 - proposing the competition calendar in conjunction with the Ministries concerned;
 - codifying and programming competition tests;
 - examining the files of candidates for competitive examinations;
 - monitoring operations relating to the running of competitive examinations in conjunction with the services concerned
 - organising the secretariat of competitive examinations and deliberation panels;
 - the supply and routing of competition materials in conjunction with the services concerned;
- 2) The Head of the Admissions Unit shall be assisted by two (2) Assistant Research Officers and two (2) Junior Executives.



CHAPTER III

DIVISIONS

Article 16: NASPW shall have the following Divisions:

- Academic Affairs, Research and Cooperation Division;
- Student Affairs, Statistics, Discipline and Training Division;
- Continuing Education, Studies and Expertise Division;
- Administrative and Financial Affairs Division.

SECTION 2

OF THE DIVISION OF ACADEMIC AFFAIRS, RESEARCH AND COOPERATION

Article 17: Under the authority of a Division Head, the Division of Academic Affairs, Research and Cooperation shall be responsible for:

- coordinating and facilitating pedagogic activities ;
- monitoring research activities, innovation and national and international cooperation;
- monitoring pedagogical and research activities, standards and quality;
- monitoring teachers' career management;
- coordinating scientific and academic activities at the pedagogic level;
- drafting research activity reports;
- ensuring relations with the socio-professional world
- planning and monitoring training and internships for teaching staff.

The Academic Affairs, Research and Cooperation Division shall include:

- the Teaching Staff and Academic Activities Unit ;
- the Research, Innovation, Quality and Standards Unit;
- the Cooperation and Partnership Unit;
- Departments.

Article 18: The Teaching Staff and Academic Activities Unit

1) Under the authority of a Unit Head, the Teaching Staff and Academic Activities Unit shall be responsible for:

- handling administrative matters related to the recruitment of teachers;
- investigating the management deeds of the teaching staff;
- maintaining the individual files of the NASPW teaching staff under NASPW ;
- managing and following up the careers of the teaching staff;
- investigating the disciplinary files of the teaching staff in conjunction with the Staff Discipline Service;
- investigating the files of reward and honorific distinctions;
- preparing teaching programmes drawn up in the departments;
- programming and monitoring teachings and examinations;
- ensuring practical organisation of the various evaluation sessions;
- planning and monitoring of training and internships for the teaching staff;
- monitoring institutional or contractual research
- publishing the results of research carried out at NASPW;

- writing the research activity report.

2) The Teaching Staff and Academic Activities Unit shall be comprised of the Teaching Staff Service and the Academic Activities Service.

3) Each Service Head shall be assisted by two (2) Junior Executives.

Article 19: The Research, Innovation, Quality and Standards Unit

1) Under the authority of a Unit Head, the Research, Innovation, Quality and Standards Unit shall be responsible for:

- monitoring institutional or contractual research;
- monitoring innovation activities and research & development;
- publishing the results of research carried out at NASPW;
- writing the research activity report;
- ensuring quality assurance and quality in teaching;
- proposing and applying evaluation standards within NASPW.

2) The Research, Innovation, Quality and Standards Unit shall be comprised of the Research, Innovation and Publications Service and the Quality and Standards Service.

3) Each Service Head shall be assisted by two (2) Junior Executives.

Article 20: The Cooperation and Partnership Unit

1) Under the authority of a Unit Head, the Cooperation and Partnership Unit shall be responsible for:

- researching national and international partnerships;
- developing and monitoring cooperation policies;
- examining cooperation or partnership projects with public and private partners;
- monitoring cooperation and partnership activities;
- assessing cooperation and partnership activities;
- participating in the activities of national and international academic associations and organisations;
- ensuring permanent collaboration with the professional orders in Building and Public Works;
- participating in events intended to promote building and public works technologies and trades;
- ensuring ownership and popularisation of cooperation and partnership results.

2) The Cooperation and Partnership Unit shall be comprised of the International Cooperation and Partnership Service and the National Cooperation and Partnership Service.

3) Each Service Head shall be assisted by two (2) Junior Executives.

Article 21: Departments

The Department shall be a pedagogic unit grouping all the teaching and research activities of a given discipline or group of disciplines.

1) NASPW shall have several Departments, namely:

- the Civil Engineering Department;
- the Rural Engineering Department;
- the Environmental Engineering Department;
- the Town Planning Department;

- the Architecture Department;
- the Land Surveying Department;
- the Fundamental and Transversal Sciences Department.

Other departments may be set up, if necessary.

2.) Each department shall be under the authority of a Department Head assisted by two (2) Coordinators and two (2) Junior Executives:

- facilitating, coordinating and controlling academic activities;
- elaborating, executing and monitoring teaching and research programmes.

3) Departments shall include, where appropriate, Laboratory Heads.

Article 22: Laboratory Heads

The Laboratory Heads shall be responsible for:

- making proposals for the acquisition of equipment;
- ensuring the day-to-day management of the equipment
- organising practical work in the laboratory;
- participating in the implementation of studies in conjunction with the Studies and Expertise Implementation Unit.

SECTION 3

STUDENT AFFAIRS, STATISTICS, DISCIPLINE AND INTERNSHIP DIVISION

Article 23: Under the authority of a Division Head, the Student affairs, Statistics, Discipline and Internship Division shall be in charge of:

- organising information gathering missions for the evaluation of qualifications and the table of correspondence between diplomas ;
- coordinating and facilitating schooling activities;
- organising academic registration;
- managing the student file and archives;
- follow-up of students by academic year;
- providing information and orientation on training curricula
- monitoring student discipline;
- managing and securing statistics;
- prospecting for work placements;
- managing computer equipment, databases and management of the Internet;
- managing the computer equipment, databases and software of NASPW ;
- assisting Departments and schooling in the management of grades and other computer data;
- the elaboration and dissemination of statistical data;
- ensuring management and administration of the website, social networks and the Intranet in conjunction with the Communication Service;
- preparing certificates of achievement, student cards and library cards in conjunction with the relevant Services;
- ensuring the maintenance and upkeep of NASPW 's computer equipment;
- preparing and programming physical education in conjunction with the Departments;
- organisation of sports events;
- setting up and monitoring agreements for the use of sports facilities in conjunction with the Administrative and Financial Affairs Division
- promoting student associations and cultural activities;
- promoting cultural projects in incubation;
- developing and implementing action plans for sports and cultural activities;
- managing sports facilities and equipment.



The Student Affairs, Statistics, Discipline and Training Division shall include:

- the Student Affairs, Guidance-Counselling and Graduation Unit;
- the Students Discipline Monitoring and Social Action Unit ;
- the Internship, Sandwich Training and Professional Integration Unit ;
- the Computer Science and Information Systems Unit;
- the Sports and Associative Activities Unit.

Article 24: The Student Affairs, Guidance-Counselling and Diploma Unit.

1) Under the authority of a Unit Head, the Student Affairs, Guidance-Counselling and Diploma Unit shall be responsible for:

- organising information gathering missions for evaluating qualifications and correspondence table between diplomas ;
- receiving and informing persons interested in NASPW 's training courses;
- ensuring the registration, student affairs and follow-up of students enrolled at NASPW;
- editing and issuing transcripts of records;
- archiving, keeping and securing registration registers;
- producing, disseminating and conserving statistical data concerning NASPW ;
- verifying and authenticating the diplomas of candidates admitted to compete;
- ensure the graduation and authentication of diplomas and certificates;
- investigating procedures for the delivery of diplomas;
- issuing diplomas and certificates of achievement;
- verifying and following up the procedures for issuing diplomas to be submitted to the Supervisory Authorities for signature;
- authenticating diplomas issued by NASPW ;
- organising missions for the equivalence of diplomas;
- drafting procedures for obtaining and issuing diplomas in conjunction with the Divisions concerned;
- issuing certificates of achievement and diplomas;
- information and guidance on training curricula
- following up, guiding and counselling students per academic year.

2) The Student Affairs, Guidance-Counselling and Diploma Unit shall be comprised of the Student Affairs and Guidance-Counselling Service and the Diploma Service.

3) Each Service Head shall be assisted by two (2) Junior Executives.

Article 25: The Student Discipline Monitoring and Social Action Unit

Under the authority of a Unit Head, the Student Discipline Monitoring and Social Action Unit shall be responsible for:

- drawing up and ensuring respect of the dress code ;
- checking the presence of students;
- managing attendance registers;
- supervising students during outreach and sovereignty activities;
- ensuring that students adhere to ethical standards;
- managing entry and exit within the campus;
- raising awareness and mobilising students for events;

- preparing the necessary documents for holding disciplinary councils;
- supervising the election of class representatives and student delegates;
- considering files related to leave of absence;
- following up issues related to the respect of the Internal Regulations by students;
- elaborating the disciplinary file of students;
- coordinating statistics relating to discipline;
- identifying and actively listening to students in distress
- ensuring psycho-pedagogical follow-up of students in academic and/or extra-academic difficulties
- providing assistance to students with disabilities;
- ensuring studies and advice on the improvement of students' living and learning conditions.

2) The Head of the Student Discipline Monitoring and Social Action Unit shall be assisted by two (2) Assistant Research Officers and two (2) Junior Executives.

Article 26: The Computer and Information Systems Unit

1) Under the authority of a Unit Head, the Computer and Information Systems Unit shall be responsible for:

- managing NASPW's computer stock, databases and software;
- assisting the Departments and the Student Affairs Service in the management of grades and other computer data
- preparing and disseminating statistical data;
- managing and administering the website, social networks and the Intranet in conjunction with the Communication Service;
- preparing certificates of achievement, student cards and library cards in conjunction with the relevant Services
- ensuring maintenance and upkeep of NASPW 's computer equipment.

1) The Computer and Information Systems Unit shall be comprised of

- the Computer Technology Service ;
- the Information Systems Service.

2) Each Service Head shall be assisted by two (2) Junior Executives.

Article 27: The Sports, Cultural and Associative Activities Unit

1) Under the authority of a Unit Head, the Sports, Culture and Associative Activities Unit shall be responsible for:

- preparing and programming physical education in conjunction with the Departments
- organising sporting events and activities;
- establishing and monitoring agreements for the use of sports facilities in conjunction with the Administrative and Financial Affairs Division;



- promoting student associations and cultural activities;
- promoting cultural projects in incubation;
- drawing up and implementing action plans for sports and cultural activities;
- managing sports infrastructures and equipment.

2) The Sports Activities and Associations Unit shall be comprised of:

- the Sports and Physical Education Service;
- the Cultural and Associative Affairs Service.

Article 28: The Sports and Physical Activities Service

1) Under the authority of a Department Head, the Sports and Physical Education Service shall be responsible for:

- preparing and programming physical education in conjunction with the Departments ;
- organising sporting events and activities;
- establishing agreements for the use of sports facilities;
- drawing up action plans for sports and cultural activities.

2) The Sports and Physical Education Service shall be comprised of the Sports Bureau and the Physical Education Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 29: The Associative and Cultural Affairs Service

1) Under the authority of a Service Head, the Department of Associative Affairs shall be responsible for:

- promoting students associations and cultural activities;
- promoting cultural projects in incubation;
- drawing up action plans for cultural activities.

2) The Associative and Cultural Affairs Service shall include the Student Associations Monitoring Bureau and the Cultural Affairs Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 30: The Internship, Sandwich Training and Professional Integration Unit

1) Under the authority of a Unit Head, the Internship, Sandwich Training and Professional Integration Unit shall be responsible for:

- defining the conditions for placing students on work placements in relation to the various Departments;
- prospecting companies for internships in conjunction with the various Departments;

- monitoring and evaluating the progress of student placements in conjunction with the various Departments
- receiving and correcting students' placement reports in conjunction with the various Departments
- initiating internship agreements with companies and decentralised local authorities
- monitoring and observing the professional integration of graduates
- organising and monitoring sandwich training.

2) The Internship, Sandwich Training and Professional Integration Unit shall be comprised of the Internship and Sandwich Training Service and the Professional Integration Service.

3) Each Service Head shall be assisted by two (2) Junior Executives.

SECTION 4

CONTINUING TRAINING, STUDIES AND EXPERTISE DIVISION

Article 31:

- (1) Under the authority of a Division Head, the Continuing Education, Studies and Expertise Division shall be responsible for:
- coordinating and following up continuing education activities, distance learning and distance teaching;
 - identifying the needs in continuing education in relation to the socio-professional environment, professional orders and administrations;
 - developing and updating programmes for continuing education, distance learning and distance teaching;
 - programming continuing education, distance learning and distance teaching;
 - creating start-ups and business incubators;
 - developing the modalities of continuing education, distance learning and distance teaching;
 - identifying the support needs of young business promoters;
 - monitoring enterprises set up by former students;
 - facilitating the support of young entrepreneurs by financial backers;
 - facilitating the participation of entrepreneurs in economic and technological forums;
 - mobilising resources for technical support for studies;
 - coordinating study activities;
 - responding to requests for expertise from public and private partners;
 - proposing expertise to public and private partners;
 - prospecting for innovative materials and technologies;
 - tropicalizing innovative materials and technologies;
 - creating a pool for the realisation of lucrative activities;
 - supporting the creation of companies;
 - coordinating the activities of the specialised centres;
 - identifying the needs in continuing training, distance training and distance teaching in relation with socio-professional circles, professional orders and administrations;
 - developing and updating training programmes



- the programming of training courses
- participating the recruitment of trainees and other students from specialised centres in conjunction with the competent services;
- developing training modalities;
- validating the training programmes of Specialised Centres;
- monitoring the activities of Specialised Centres.

- 2) The Division of Continuing Education, Studies and Expertise shall be comprised of:
- the Continuing Education and Distance Training Unit;
 - the Studies Realisation and Expertise Unit;
 - the Specialised Centres Support Unit.

Article 32: The Continuing and Distance Education Unit

1) Under the authority of a Unit Head, the Continuing and Distance Education Unit shall be responsible for:

- coordinating and following up continuing education, distance learning and distance teaching activities
- the identification of needs in continuing education, distance learning and distance teaching in conjunction with the socio-professional circles, the professional orders and the administrations
- developing and updating programmes for continuing education, distance learning and distance teaching:
- programming of continuing education, distance learning and distance teaching;
- creating start-ups and business incubators
- developing modalities for continuing education, distance learning and distance teaching;
- identifying support needs of young business promoters,
- monitoring enterprises set up by former students,
- facilitating support for young entrepreneurs by financial donors;
- facilitating entrepreneur participation in economic and technological forums.

2) The Continuing Education and Distance Training Unit shall be comprised of the Continuing Education Service and the Distance Training and Distance Teaching Service.

3) Each Service Head shall be assisted by two (2) Junior Executives.

Article 33: The Studies and Expertise Performance Unit

1) Under the authority of a Unit Head, the Studies and Expertise Performance Unit shall be responsible for:

- mobilising resources for technical support to studies
- coordinating study activities;
- responding to requests for expertise from public and private partners
- proposing expertise to public and private partners;
- prospecting for innovative materials and technologies;
- tropicalizing innovative materials and technologies;
- creating a pool for the realisation of lucrative activities;
- supporting the creation of companies.



2) The Studies and Expertise Unit shall include:

- the Income Generating Studies and Expertise Service;
- the Professional Activities Promotion Service,

Article 34: The Income Generating Studies and Expertise Service

1) Under the authority of a Service Head, the Income Generating Studies and Expertise Service shall be responsible for:

- defining the areas of study and expertise within NASPW;
- preparing tenders;
- executing studies, expertise and work control;
- making proposal for the acquisition of different materials for the realisation of studies and expertise;
- mobilising resources for technical support for studies and expert appraisals;
- coordinating study and expertise activities;
- seeking partnerships for studies and expert appraisals;
- prospecting for innovative materials and technologies;
- tropicalizing innovative materials and technologies.

2) The Head of the Income Generating Studies and Expertise Service shall be assisted by two (2) Junior Executives.

Article 35: The Professional Activities Promotion Service

1) Under the authority of a Service Head, the Professional Activities Promotion Service shall be responsible for:

- creating start-ups and business incubators;
- identifying the needs of young business promoters for support;
- supporting students in setting up businesses and monitoring businesses set up by former students;
- facilitating support for young entrepreneurs by financial donors;
- facilitating entrepreneur participation in economic and technological forums;
- creating a pool for carrying profit-generating businesses;

2) The Head of the Professional Activities Promotion Service shall be assisted by two (2) Junior Executives.

Article 36: The Specialised Centres Support Unit shall comprise:

1) Under the authority of a Unit Head, the Specialised Centres Support Unit shall be responsible for:

- coordinating the activities of the specialised centres
- identifying the needs for continuing training in relation to socio-professional circles, professional orders and administrations
- developing and updating training programmes
- programming training courses
- participating in the recruitment of trainees and other students from specialised centres in

- conjunction with the relevant Services
- developing training procedures;
 - validating the training programmes of Specialised Centres;
 - monitoring the activities of Specialised Centres.

2) The Head of the Specialised Centres Monitoring Unit shall be assisted by two (2) Assistant Research Officers and two (2) Junior Executives.

SECTION 5

ADMINISTRATIVE AND FINANCIAL AFFAIRS DIVISION

Article 37:

1) Under the authority of a Division Head, the Administrative and Financial Affairs Division shall be in charge of:

- Administrative and Financial Affairs ;
- Salary and Pensions of the non-teaching staff;
- Budget, Stores Accounting and Maintenance ;
- School Property and Public Contracts.

2) The Division of Administrative and Financial Affairs shall include:

- the Non-teaching staff, Salary and Pensions Unit ;
- the Budget Unit;
- the Property and Public Contracts Unit;
- the Stores Accounting Unit.

Article 38: The Non-teaching Staff, Salary and Pensions Unit

1) Under the authority of a Unit Head, the Non-Teaching Personnel, Salary and Pensions Unit shall be responsible for:

- centralising and permanently updating the file of the non-teaching staff and the salary of NASPW ;
- producing of pay documents;
- preparing transfer files of NASPW non-teaching staff, in accordance with the organisation chart and the staffing plan;
- managing and monitoring the careers of the non-teaching staff;
- ensuring forward-looking management of human resources;
- drawing up training plan for NASPW non-teaching staff;
- inquiring into disciplinary files of non-teaching staff;
- preparing salary items and non-teaching pay accessories;
- entering and validating deeds relating to the pay, recruitment, promotion, appointment, advancement in cadre and grade;
- entering and validating pay allowances and miscellaneous bonuses;

- entering and validating family benefits;
 - updating salary files;
 - preparing and settling deeds granting pension rights and life annuities;
 - preparing and settling deeds granting annuities for work accidents and occupational diseases.
- 2) The Non-Teaching Personnel, Salary and Pensions Unit shall be comprised of two (2) services:
- the Non-Teaching Personnel Service;
 - the Salary and Pensions Service.

Article 39: The Non-teaching Staff Service

1) Under the authority of a Service Head, the Non-teaching Staff Service shall be responsible for:

- examining management deeds of the non-teaching staff;
 - keeping the file of individual files of non-teaching staff under the authority of NASPW ;
 - managing the careers of non-teaching staff
 - forward-looking management of human resources;
 - centralising and managing the training needs of the non-teaching staff of NASPW ;
 - formulating proposals relating to the definition of the personnel training policy;
 - respecting and implementing staff training procedures;
 - evaluating the needs and programming training activities and the improvement of the non-teaching personnel, in conjunction with the administrations and organizations concerned;
 - researching and exploiting offers of grants for staff training;
 - organising and following up training courses and seminars for staff;
 - examining disciplinary files for non-teaching staff;
 - processing files for awards and honorary distinction.
- 2) The Non-teaching Staff Service shall be comprised of the Non-Teaching Staff Career Management Bureau and for Non-Teaching Staff Training and Internship Bureau.
- 3) Each Bureau shall be headed by a Bureau Head.

Article 40: The Salary and Pensions Service

1) Under the authority of a Service Head, the Salary and Pensions Service shall be responsible for:

- preparing salary and payment deeds;
- processing family benefit files;
- preparing deeds relating to salary accessories;
- entering and validating salary and taking charge of recruitment, promotion, appointment and promotion to a higher category;
- entering and validating allowances and miscellaneous bonuses;
- entering and validating family benefits;
- preparing deeds granting pension rights and life annuities;
- preparing deeds granting pensions for accidents at work and occupational diseases;
- processing financial files on occupational diseases and hazards;
- documentation and archives relating to salaries and pensions

- preparing pension deeds;
- relations with the National Social Insurance Fund and insurance companies,
- managing pay disputes, in conjunction with the relevant Services of the Ministry of Finance.

2) The Salary and Pensions Service shall be comprised of the Salary Bureau and the Pensions Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 41: The Budget Unit

1) Under the authority of a Unit Head, the Budget Unit shall be responsible for:

- preparing NASPW budget;
- executing NASPW 's budget;
- following up the execution of NASPW budget;
- fiscal and social monitoring.

2) The Budget Unit shall be comprised of two (2) Services:

- the Budget Preparation Service;
- the Budget Execution Commitments and Monitoring Service;

Article 42: The Budget Preparation Service

1) Under the authority of a Service Head, the Budget Preparation Service shall be in charge of: preparing the NASPW budget.

2) The Head of the Budget Preparation Service shall be assisted by two (2) Junior Executives.

Article 43: The Budget Execution Commitments and Monitoring Service

1) Under the authority of a Service Head, the Budget Execution Commitments and Monitoring Service shall be responsible for:

- preparing budget execution instruments ;
- executing and monitoring the execution of NASPW 's budget
- following up NASPW financial commitments, in conjunction with the administrations concerned.

2) The Head of the Budget Execution Commitments and Monitoring Service shall be assisted by two (2) Junior Executives.

Article 44: The Property and Public Contracts Unit

1) Under the authority of a Unit Head, the Property and Public Contracts Unit shall be responsible for:

- developing technical specifications for infrastructure;
- cleaning the premises, playgrounds and green spaces;
- monitoring the execution of building maintenance contracts and maintaining materials and equipment;
- providing advice, assistance and monitoring contracts for the purchase of materials and equipment;
- making an inventory of NASPW materials and equipment;

- drawing up and following up the state of NASPW material and equipment needs;
 - developing technical specifications for rolling stock;
 - following up the execution of contracts for the acquisition and maintenance of rolling stock;
 - maintaining NASPW's rolling stock;
 - elaborating and following up the state of NASPW's needs in rolling stock;
 - preparing files relating to investment projects for NASPW and Training Centres, in relation with the competent technical services;
 - instructing/processing files relating to the award of contracts for NASPW and Training Centres;
 - preparing and assembling tender documents for NASPW and the Training Centres;
 - following up the procedure for awarding contracts;
 - preparing contracts;
 - preparing and notifying service orders;
 - archiving data relating to contracts;
- 2) The Property and Public Contracts Unit shall be comprised of three (3) services:
- the Property Service ;
 - the Tenders Service
 - the Contracts Service.

Article 45: The Property Service

- 1) Under the authority of a Service Head, the Property Service shall be responsible for:
- developing technical specifications for infrastructure;
 - cleaning the premises, playgrounds and green spaces;
 - monitoring the execution of building maintenance contracts and maintaining materials and equipment;
 - providing advice, assistance and monitoring contracts for the purchase of materials and equipment;
 - making an inventory of NASPW materials and equipment;
 - elaborating/drawing up and following up the state of NASPW's material and equipment needs;
 - developing technical specifications for rolling stock;
 - following up the execution of contracts for the acquisition and maintenance of rolling stock;
 - maintaining NASPW's rolling stock;
 - elaborating and following up the state of NASPW's needs in rolling stock.
- 2) The Property Service shall include: the Infrastructures Bureau and the Rolling Stock Bureau.
- 3) Each Bureau shall be headed by a Bureau Head.

Article 46: The Tenders Service

- 1) Under the authority of a Service Head, the Tenders Service shall be responsible for:
- preparing files relating to investment projects for NASPW and Training Centres, in relation with the competent technical services;
 - instructing/processing files relating to the award of contracts for NASPW and Training Centres;



- preparing and assembling tender documents for NASPW and the Training Centres;
- following up the procedure for awarding contracts;
- preparing contracts;
- preparing and notifying service/execution orders;
- archiving data relating to contracts;

2) The Tenders Service shall be comprised of the Tenders Preparation Bureau and the Liaison Bureau with the Internal Contract Award Commission.

3) Each Bureau shall be headed by a Bureau Head.

Article 47: The Contracts Unit

1) Under the authority of a Service Head, the Contracts Service shall be responsible for:

- preparing contracts ;
- preparing and notifying service orders;
- archiving data relating to contracts;
- monitoring litigation relating to contracts, in conjunction with the Legal Affairs Unit
- conserving/keeping NASPW's public procurement documents;
- forwarding all documents relating to public procurement to the Ministry in charge of Public Procurement.

2) The Contracts Bureau Head shall be comprised of the Contract Preparation Bureau and the Service Order Preparation and Follow-up Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 48: Stores Accounting

1) Under the authority of a Stores Accountant, the Stores Accounting shall be in charge of:

- taking over (conditions of acceptance of materials and commodities, etc.) ;
- keeping or using goods and operating values taken over;
- executing movements ordered by the authorising official;
- identifying and designating items to be accounted for;
- making entries: keeping inventories (general physical inventory kept by the authorising officer, specific inventories kept by the employees, or register of movements);
- justifying movements (supporting documents, entry or exit orders, minutes, administrative certificates, etc.)
- centralising movements (qualified authority, periodicity);
- regularly monitoring entries, withdrawals and quantities of items in stock in order to ease supply and physical inventory operations;
- producing general accounts consistent with the true and fair view of fixed assets and analytical accounts enabling to calculate performance and output indicators.

3) The Stores Accountant shall be assisted by an Assistant Research Officer and two (2) Junior Executives.

CHAPTER III SPECIALISED CENTRES

The Specialized Centres of NASPW shall include:

- Specialised Public Works Training Centres;
- Specialised Public Works Trades Centres.

SECTION 6 SPECIALISED PUBLIC WORKS TRAINING CENTRES

Article 49: The mission of the Specialised Public Works Training Centres shall be to ensure the initial and further training of Basic, Ordinary and Senior Technicians in the fields of Civil Engineering, Rural Engineering, Town Planning, Land Surveying and any other field that may be opened as required.

Article 50: The Specialised Public Works Training Centres shall comprise:

- the Centre Head assisted by the Deputy Centre Head;
- Units.

Article 51: The Centre Head

The Centre Head, assisted by the Deputy Centre Head, shall have the following offices and services at his disposal:

- the Mail and Liaison Bureau ;
- the Translation and Bilingualism Promotion Bureau
- the Library, Documentation and Archives Service
- the Admissions Service.
- the Infirmary.

Article 52: The Mail and Liaison Bureau

Under the authority of a Bureau Head, the Mail and Liaison Bureau shall be responsible for:

- the registration and coding of physical files;
- the creation of electronic files in collaboration with the Library, IT and Multimedia Service;
- the distribution of mail;
- the reproduction of individual deeds and all other service documents;
- the filing and conservation of signed documents;
- follow-up of users' requests;
- initiating reminders to other administrations;
- notification of signed deeds.

Article 53: The Translation and Bilingualism Promotion Bureau

Under the authority of a Bureau Head, the Translation and Bilingualism Promotion Bureau shall be responsible for:

- the routine translation of documents;
- 

- quality control of translations;
- the promotion of bilingualism.

Article 54: The Library, Documentation and Archives Service

1) Under the authority of a Service Head, the Library, Documentation and Archives Service shall be responsible for:

- managing the library ;
- proposing actions for the renewal of the library;
- coordinating the archiving of documentation;
- organising and leading the library's activities ;
- collecting, centralising, disseminating and conserving study reports, proceedings and documents of all kinds of interest to NASPW ;
- designing and implementing a physical and electronic archiving system for the Centre's documentation.

2) The Library, Documentation and Archives Service shall comprise the Library and the Documentation and Archives Bureau.

(3) Each Bureau shall be headed by a Bureau Head.

Article 55: The Admission Service

1) Under the authority of a Department Head, the Admission Service shall be responsible for:

- participating in the organisation of entrance examinations under the supervision of NASPW of Yaounde;
- producing statistics relating to examinations and competitions;
- collecting, processing and conserving archives relating to examinations and competitions;
- filing and conserving the results of examinations and competitions;
- supplying and routing competitive examination materials in conjunction with the departments concerned.

2) The Admissions Service Head shall be assisted by two (2) Junior Executives.

Article 56: The Infirmary

1) Under the authority of a Service Head, the Infirmary shall be responsible for:

- medical visits and consultations of students;
- medical tests and analyses;
- raising awareness of professional hazard prevention;
- health monitoring of staff and students;
- information, education and provision of statistical data on health issues.

2) The Head of the Infirmary shall be assisted by one (1) Junior Executive.

Article 57: The Academic Affairs Unit

- 1) Under the authority of a Unit Head, the Academic Affairs Unit shall be responsible for the organization and coordination of academic activities.
- 2) The Academic Affairs Unit shall include:
 - the Departments ;
 - the Student Affairs, Guidance-Counselling and Diploma Service;
 - the Internship and Relations with Enterprise Service ;
 - the Students Discipline and Social Action Service;
 - the Teaching Staff and Academic Activities Service ;
 - the IT and Information Systems Service;
 - the Sports, Cultural and Associative Activities Service.

Article 58: Departments

- 1) The Public Works Training Centre shall comprise several departments, namely
 - the Civil Engineering Department;
 - the Rural Engineering Department;
 - the Town Planning Department;
 - the Land Surveying Department;
 - Other departments may be created as required.
- 2) Under the authority of a Department Head assisted by two (2) coordinators, each Department shall be responsible for:
 - animating, coordinating and controlling academic activities;
 - elaborating, executing and monitoring teaching and research programmes.
- 3) The Departments each shall include, where appropriate, Laboratory Heads.
- 4) The Laboratory Heads shall be responsible for:
 - proposals for the acquisition of equipment;
 - the day-to-day management of the equipment;
 - the organisation of practical work in the laboratory.

Article 59: The Student Affairs, Guidance-Counselling and Diploma Service

- 1) Under the authority of a Service Head, the Student Affairs, Guidance-Counselling and Diploma Service shall be responsible for:
 - following up the graduation procedure and the authentication of diplomas and certificates;
 - visa for the certification of transcripts, copies of certificates of achievement and final diplomas;
 - examining procedures relating to the delivery of diplomas;
 - monitoring the procedure for issuing diplomas and certificates of achievement in final examinations
 - collecting and keeping records relating to student affairs;
 - checking and monitoring the procedures for issuing diplomas for signature;
 - verifying and authenticating the diplomas of candidates admitted in competitive examinations;



- maintaining and updating student enrolment file;
- the registration of students;
- producing and issuing transcripts of marks;
- information and orientation on training curricula
- the follow-up of students by academic year.

2) The Head of the Student Affairs, Guidance-Counselling and Diploma Service shall be assisted by two (2) Junior Executives.

Article 60: The Department of Internships and Relations with Enterprises

1) Under the authority of a Service Head, the Internships and Relations with Enterprises Service shall be responsible for:

- defining the conditions for placing students on internship in relation to the various departments;
- prospecting companies for internships in conjunction with the various departments;
- monitoring and evaluating the progress of student placements in conjunction with the various departments;
- receiving and correcting students' placement reports in collaboration with the various departments;
- initiating internship agreements with companies and decentralised local authorities.

2) The Internships and Relations with Enterprises Service shall be comprised of the Internship Bureau and the Relations Enterprises Bureau.

(3) Each Bureau shall be headed by a Bureau Head.

Article 61: The Student Discipline and Social Action Service

1) Under the authority of a Service Head, the Student Discipline and Social Action Service shall be responsible for:

- developing and enforcing the dress code ;
- checking student attendance;
- managing attendance records;
- supervising students during outreach and sovereignty activities
- ensuring that students comply with ethical standards;
- managing entry and exit within the campus;
- raising awareness and mobilising students for events;
- preparing the necessary documents for holding disciplinary councils;
- Supervising the election of class representatives and student delegates;
- examining files related to leave of absence;
- following up matters relating to the respect of the internal regulations by students;
- elaborating the student's disciplinary file;
- coordinating statistics relating to discipline;
- identifying and actively listening to students in distress;
- psycho-pedagogical follow-up of students in academic and/or extra-academic difficulties;
- assistance to students with disabilities;
- studies and advice on improving students' living and learning conditions.



2) The Student Discipline and Social Action Service shall be comprised of the Student Discipline and Social Action Bureau and the Campus Security Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 62: The Teaching Staff and Academic Activities Service

1) Under the authority of a Service Head, the Teaching Staff and Academic Activities Service shall be responsible for:

- administrative matters related to the recruitment of teachers;
- examining management deeds of the teaching staff;
- maintaining the individual files of the teaching staff of the Training Centre;
- managing and monitoring the careers of teaching staff
- the instruction of the disciplinary files of the teaching staff in connection with the Staff Discipline Service;
- examining the files of rewards and honorific distinctions;
- preparing teaching programmes drawn up in the departments;
- ensuring practical organisation of the various evaluation sessions.

2) The Teaching Staff and Academic Activities Service shall be comprised of the Teaching Staff Bureau and the Academic Activities Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 63: The Computer and Information Systems Service

1) Under the authority of a Service Head, the Computer and Information Systems Service shall be responsible for:

- managing the centre's computer equipment, databases and software;
- assisting the departments and the school in the management of grades and other computer data
- drawing up and disseminating statistical data;
- participating in updating the Centre's website;
- preparing student cards and library cards, in conjunction with the relevant departments
- ensuring maintenance and upkeep of the centre's computer equipment.

2) The Head of the Computer and Information Systems Department shall be assisted by two (2) Junior Executives.

Article 64: The Sports, Cultural and Associative Activities Service

1) Under the authority of a Service Head, the Department of Sports, Cultural and Associative Activities shall be responsible for:

- preparation and programming of physical education in conjunction with the departments;
- organising sports events and activities;
- establishing agreements for the use of sports facilities;
- drawing up action plans for sports, cultural and associative activities;
- the promotion of student associations and cultural activities;
- the promotion of cultural projects in incubation;
- drawing up action plans for cultural activities.

2) The Sports, Cultural and Associative Activities Service shall include: the Sports Activities Bureau and Cultural and Associative Activities Bureau.

4) Each Bureau shall be headed by a Bureau Head.

Article 65: The Administrative and Financial Affairs Unit

- 1) Under the authority of a Unit Head, the Administrative and Financial Affairs Unit shall be responsible for: the management of administrative files, personnel, salary, pensions and budget.
- 2) The Administrative and Financial Affairs Unit shall be comprised of
 - the Administrative Affairs Service;
 - the Budget Service;
 - the Property and Public Contracts Service;
 - the Stores Accounting Service.

Article 66: The Administrative Affairs Service

- 1) Under the authority of a Service Head, the Administrative Affairs Service shall be responsible for:
 - the centralisation and permanent updating of the centre's personnel and pay file;
 - publishing pay documents;
 - managing and monitoring the careers of staff;
 - the forward-looking management of human resources;
 - developing the training plan for the centre's staff;
 - processing disciplinary files of the centre's staff;
 - preparing salary items and salary accessories;
 - entering and validating the salary of various allowances and bonuses;
 - entering and validating family benefits;
 - updating salary file;
 - preparing and settling deeds granting pension rights and life annuities;
 - preparing and settling deeds granting pensions for industrial accidents and occupational diseases ;

- 1) The Administrative Affairs Service shall be comprised of three (3) Bureaus:
 - the Non-Teaching Staff Bureau;
 - the Salary and Pensions Bureau;
 - the Administrative Affairs Bureau;

- 2) Each Bureau shall be headed by a Bureau Head.

Article 67: The Budget Service

- 1) Under the authority of a Service Head, the Budget Bureau shall be responsible for:

- preparing the Centre's budget ;
- executing the Centre's budget;
- monitoring the implementation of the Centre's budget;
- fiscal and social monitoring.

- 2) The Budget Service shall be comprised of two (2) offices:

- the Budget Preparation Bureau ;
- the Budget Execution Commitments and Monitoring.

- 3) Each Bureau shall be headed by a Bureau Head.

Article 68: The Property and Public Contracts Service

- 1) Under the authority of a Service Head, the Service du Property and Public Contracts shall be responsible for:



- the management of general supplies ;
- the acquisition, maintenance and upkeep of the Centre's materials and equipment
- the maintenance and upkeep of the premises, playgrounds and green spaces
- keeping the statistical file of the Centre's assets;
- maintenance of the Centre's rolling stock
- the inventory of the Centre's materials and equipment;
- drawing up and monitoring the Centre's equipment requirements.
- examining files relating to the award of the Centre's contracts;
- preparing and putting together the Centre's tender procurement documents;
- preparation of draft contracts;
- the preparation and notification of service orders;
- archiving data relating to contracts
- the development of technical specifications for materials and equipment
- advising, assisting and monitoring contracts for the acquisition of materials and equipment
- monitoring the execution of building maintenance contracts and the maintenance of equipment.

2) The Property and Public Contracts Service shall be comprised of:

- the Property Bureau;
- the Public Tenders Bureau.

Article 69: The Property Bureau

Under the authority of a Bureau Head, the Property Bureau shall be responsible for:

- the management of general supplies:
- the acquisition, maintenance and upkeep of the Centre's material and equipment:
- the maintenance and upkeep of the premises, playgrounds and green spaces:
- keeping the statistical file of the Centre's assets;
- maintenance of the Centre's rolling stock:
- the inventory of the Centre's materials and equipment;
- drawing up and monitoring the Centre's equipment requirements.

Article 70: The Public Tenders Bureau

Under the authority of a Bureau Head, the Public Tenders Bureau shall be responsible for:

- examining files relating to the award of the Centre's contracts;
- preparing and assembling the Centre's tender and procurement documents;
- preparing draft contracts;
- preparing and notifying service orders;
- archiving data relating to contracts;
- developing technical specifications for materials and equipment;
- advising, assisting and monitoring contracts for the acquisition of materials and equipment
- monitoring the execution of building maintenance contracts and the maintenance of equipment.

Article 71: Stores Accounting

1) Under the authority of a Material Accountant, the Material Accountant shall be responsible for:

- taking over (conditions of acceptance of materials and commodities, etc.) ;

- conserving or using the goods and operating values taken over;
- executing movements ordered by the authorised person;
- identifying and designating items to be accounted for;
- making entries: keeping inventories (general physical inventory kept by the authorising officer, specific inventories kept by the employees, or register of movements);
- justifying movements (supporting documents, entry or exit orders, minutes, administrative certificates, etc.)
- centralising movements (qualified authority, periodicity);
- regular monitoring of entries, withdrawals and quantities of items in stock in order to ease supply and physical inventory operations;
- producing general accounts consistent with the true and fair view of fixed assets and analytical accounts enabling to calculate performance and output indicators.

2) The Stores Accountant shall be assisted by one (1) Junior Executive.

SECTION 7 SPECIALISED PUBLIC WORKS TRADES CENTRES

1) The Specialised Public Works Trades Centres shall train specialised workers and Assistant Ordinary Technicians in the building and public works trades.

2) The Specialised Public Works Trades Centres shall comprise:

- the Centre Head, assisted by a Deputy Centre Head;
- the Administrative and Financial Service;
- the Training and Internship Service
- the Production Service;
- the Brigades.

Article 72: The Centre Head

The Head of the Centre, assisted by the Deputy Head of the Centre, shall have the following Bureaus at his disposal

- the Mail and Liaison Bureau ;
- the Translation and Bilingualism Promotion Bureau
- the Admissions Bureau
- the Infirmary;

Article 73: The Mail and Liaison Bureau

Under the authority of a Bureau Head, the Mail and Liaison Bureau shall be responsible for:

- registering and coding physical files;
- creating electronic files in collaboration with the Library and Information Technology services
- distributing mail;
- reproducing individual deeds and all other service documents
- filing and conserving signed documents;
- following up users' requests;
- initiating reminders to other Administrations;
- notifying signed deeds.

Article 74: The Translation and Bilingualism Promotion Bureau

Under the authority of a Bureau Head, the Translation and Bilingualism Promotion Bureau shall be responsible for:

- the routine translation of documents;
- quality control of translations;
- the promotion of bilingualism.

Article 75: The Admission Bureau

Under the authority of a Bureau Head, the Admission Bureau shall be responsible for:

- participating in the organisation of entrance examinations under the supervision of NASPW of Yaounde;
- producing statistics relating to examinations and competitive examinations;
- collecting, processing and conserving archives relating to examinations and competitive examinations;
- filing and conserving the results of examinations and competitive examinations;
- supplying and routing competitive examination materials in conjunction with the relevant services.

Article 76: The Infirmary

Under the authority of a Bureau Head, the Infirmary shall be responsible for:

- medical visits and consultations of students;
- medical examinations and analyses;
- raising awareness on professional hazard prevention;
- health monitoring of staff and students;
- information, education and provision of statistical data on health issues.

Article 77: The Administrative and Financial Affairs Service

1) Under the authority of a Service Head, the Administrative and Financial Affairs Service shall be responsible for:

- centralising and permanently updating the personnel and pay file;
- managing and monitoring the careers of staff;
- the forward-looking management of human resources;
- developing the staff training plan;
- processing disciplinary files on staff;
- entering and validating salaries, allowances, various bonuses and family benefits;
- preparing and settling deeds granting pension rights and life annuities and annuities for industrial accidents and occupational diseases;
- preparing, executing and monitoring the execution of the budget of the specialised centre;
- managing general supplies;
- the acquisition, upkeep and maintenance the specialised centre's equipment and facilities;
- keeping the statistical file of assets;
- fiscal and social monitoring;
- maintaining equipment and facilities;
- preparing and monitoring the state of equipment needs;
- preparing files relating to investment projects in conjunction with the relevant technical services;
- the maintenance and upkeep of the premises, playgrounds and green spaces

- monitoring the execution of building maintenance contracts and the maintenance of equipment;
- examining files relating to the award of the Centre's contracts;
- preparing and putting together the Centre's tender documents;
- preparing draft contracts;
- preparing and notifying service orders;
- archiving data relating to contracts;
- developing technical specifications for materials and equipment;
- advising, assisting and monitoring contracts for acquiring materials and equipment;
- monitoring the execution of building maintenance contracts and the maintenance of equipment;
- taking over (conditions of acceptance of materials and commodities, etc.) ;
- conserving or using the goods and operating values taken over;
- executing movements ordered by the authorised person;
- identifying and designating items to be accounted for;
- making entries: keeping inventories (general physical inventory kept by the authorising officer, specific inventories kept by the employees, or register of movements);
- justifying movements (supporting documents, entry or exit orders, minutes, administrative certificates, etc.);
- centralising movements (qualified authority, periodicity);
- regular monitoring of entries, withdrawals and quantities of items in stock in order to ease supply and physical inventory operations;
- producing general accounts consistent with the true and fair view of fixed assets and analytical accounts enabling to calculate performance and output indicators.

2) The Administrative and Financial Affairs Service shall be comprised of:

- the Administrative Affairs Bureau
- the Budget Bureau
- the Property and Public Tenders Bureau;
- the Accounting Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 78: The Training and Internship Service

1) Under the authority of a Department Head, the Training and Internship Service shall be responsible for:

- preparing draft training programmes;
- information, orientation, programming and monitoring of courses;
- scheduling and monitoring examinations;
- proposal for allocating courses;
- programming and organising teaching councils;
- following up learners' attendance;
- proposal for recruiting temporary teachers;
- managing learners' grades;
- supervising the activities of attached laboratories;
- participating in the organisation of various competitive examinations in collaboration with the competent services;
- verifying copies of certificates of achievement and diplomas for certification;
- collecting and conserving archives related to schooling;

- verifying and authenticating the diplomas of candidates admitted for competitive examinations;
 - maintaining and updating the student enrolment file;
 - registering learners;
 - producing and issuing transcripts;
 - drawing up and applying internal rules;
 - managing attendance records;
 - managing entries and exits within the campus;
 - managing the library;
 - learner follow-up;
 - identifying and actively listening to learners in distress;
 - psychological follow-up of learners in difficulty;
 - assistance to learners with disabilities;
 - studies and advice on improving the living and learning conditions of learners;
 - defining the conditions of placement of learners in relation with the different departments;
 - prospecting companies with a view to placing students on work placements in conjunction with the various departments;
 - monitoring and evaluating the progress of internships;
 - managing the computer equipment, databases and software of the specialised centre;
 - assisting the departments and the school in the management of marks and other computer data;
 - preparing and disseminating statistical data;
 - participation in updating NASPW website;
 - preparing student cards and library cards, in conjunction with the relevant units and services;
 - maintenance and upkeep of the specialised centre's computer equipment.
- 2) The Training and Internship Service shall include:
- the Student Affairs and Guidance-Counselling Bureau;
 - the Discipline and Social Action Bureau;
 - the Internship Bureau ;
 - the Training Bureau;
 - the Computer and Information Systems Bureau.

3) Each Bureau shall be headed by a Bureau Head.

Article 79: The Production Service

1) Under the authority of a Service Head, the Production Service supports Decentralised Local Communities, public and private partners in the realisation of their missions while offering practical work to learners. In this respect, it shall be responsible for:

- managing the construction of equipment, laboratories and workshops;
- Searching for partners and accompanying them in the expression of their needs;
- the execution of certain works on a contractual basis and in a High Labour Intensive (HLI) approach.

2) The Production Department shall include:

- the Public and Private Partners Management Bureau;
- the Procurement Bureau,
- the School Site Brigades;
- the Public Works Equipment Maintenance Bureau.

3) Each Bureau shall be headed by a Bureau Head.


CHAPTER IV

MISCELLANEOUS AND FINAL PROVISIONS

- 1) The Heads of Division of the National Advanced School of Public Works of Yaounde shall have the rank and prerogatives of Director appointed by the Board of Directors;
- 2) The Head of the Specialised Public Works Training Centre shall have the rank and prerogatives of Director appointed by the Board of Directors;
- 3) The Deputy Head of the Specialised Public Works Training Centre shall have the rank and prerogatives of Deputy Director appointed by the Board of Directors;
- 4) The Head of the Specialised Public Works Trades Centre shall have the rank and prerogatives of Deputy Director appointed by the Board of Directors;
- 5) The Deputy Head of the Specialised Centre for Public Works Trades shall have the rank and prerogatives of Sub Director;
- 6) The Heads of Units, the Head of the Library, Documentation and Archives Centre, the Stores Accountant and the Heads of Departments of the National Advanced School of Public Works of Yaounde shall have the rank and prerogatives of Sub Directors;
- 7) Heads of Departments, Assistant Research Officers and Heads of Research Laboratories shall have the rank and prerogatives of Service Heads;
- 8) The Coordinators of the Departments of the National Advanced School of Public Works of Yaounde shall have the rank and prerogatives of Service Heads;
- 9) The Heads of Departments and the Stores Accountant of the Specialised Public Works Training Centres shall have the rank and prerogatives of Service Head;
- 10) The Coordinators of the Departments of the Specialised Training Centres of Public Works have the rank and prerogatives of Bureau Head;
- 11) The Heads of Bureau, the Stores Accountant of Specialised Public Works Trades Centres, Laboratories Heads, Junior Executives and Brigade Heads shall have the rank and prerogatives of Bureau Head.

This resolution shall be registered and published in English and French, following the procedure of urgency, wherever necessary.

One Board Member


M. NGOLLE

President of the Board of Directors



Virginie Lekeufack Metangma