



外務省委託

# 平和構築・開発における グローバル人材育成事業

Global Peacebuilders Program

(Commissioned by the Ministry of Foreign Affairs of Japan)

## The Primary Course (JFY 2016)

### Application Guidelines

(for Non-Japanese Applicants)

The Program for Global Human Resource Development for Peacebuilding and Development (Global Peacebuilders Program) is established by the Ministry of Foreign Affairs of Japan (MOFA) in order to strengthen civilian capacity for peacebuilding and development. The Hiroshima Peacebuilders Center (HPC), commissioned by MOFA, implements the program in cooperation with the United Nations Volunteers (UNV) programme.

The Primary Course is designed for people who have the strong will to build their careers in the field of peacebuilding and development to acquire the required practical knowledge and skills through participation in a 6-week Coursework in Japan.

This course expects to host 15 Japanese participants and 10 participants from other countries.<sup>1</sup>

#### 1. Duration

*Coursework in Japan*<sup>2</sup>:

Thursday, January 12, 2017 – Friday, February 17, 2017 (Monday, February 20 ~ Wednesday, February 22 *optional*<sup>3</sup>) (approximately 6 weeks)

#### 2. Program Structure

*Coursework in Japan (See Attachment I-1 on Coursework in Japan for details):*

Lectures and problem-solving workshops by facilitators both from Japan and abroad

(All sessions will be conducted in English)

#### 3. Venue

*Coursework in Japan:* Tokyo and Hiroshima City

#### 4. Participation Fees

There will be no fees charged for selected participants<sup>4</sup>

<sup>1</sup>Those from the following countries are eligible to apply for this year's program: Angola, China, Jordan, Liberia, Pakistan, Sierra Leone, Timor-Leste, United Arab Emirates, Vietnam, Yemen.

<sup>2</sup>Japanese participants will participate in the Overseas Assignment after the Coursework in Japan, while participants from other countries will not be take part in the Overseas Assignment.

<sup>3</sup>Participants who wish to take part in the optional training will complete the Coursework on February 22, 2017

<sup>4</sup>The costs of program participation for the Coursework in Japan (travel fees, traveler's insurance, accommodation fees, and living expenses) will be covered by HPC.

## 5. Qualifications

- (1) The strong will to work in the field of peacebuilding and/or development in the future
- (2) At least two years of work experience in peacebuilding and/or development-related fields (e.g. law, public administration, education, public health, logistic support (including IT, human resources, media, etc.))
- (3) A university degree or equivalent
- (4) Aged 25 or older and under 40 on the date of application
- (5) English proficiency equivalent to scores of or above 90 on TOEFL iBT, 900 on TOEIC or 6.5 on IELTS
- (6) Health condition suitable for participation in the program and the ability to attend the entire duration of the Coursework

## 6. Number of Participants to be Admitted

15 participants from Japan and 10 participants from other countries

## 7. Required Documents for Application

- (1) The application form (*Attachment 1-2*)
- (2) An essay in English about the applicant's career plan in the field of peacebuilding and/or development following the completion of this program (maximum 500 words in free format). The essay should also include the agency or organization which the applicant most wishes to work for in the future.
- (3) A letter of recommendation in English from a work supervisor who is able to evaluate his/her capacity and explain future prospects of his/her engagement in peacebuilding and/or development (In cases where it is difficult to obtain a letter of recommendation before the deadline, please submit a letter stating the reason).
- (4) Certificate of English proficiency. The applicant needs to submit either a certificate or a score sheet of an English proficiency test such as TOEFL, TOEIC, IELTS taken in the last five years (A photocopy is acceptable. In cases where the applicant cannot submit such a document, reference to the applicant's command of English may be made in the letter of recommendation and used as a substitute).
- (5) The covenant (*Attachment 1-3*, Available on the HPC website)  
The form should be filled in and signed by the applicant.

## 8. Submission of the Application

Send the required documents by e-mail to the following address: [application@peacebuilders.jp](mailto:application@peacebuilders.jp)

(\* If there is any trouble submitting the required documents via e-mail, please send them by fax.)

E-mail: [application@peacebuilders.jp](mailto:application@peacebuilders.jp)

Fax: +81-(0)3-4334-3120

## 9. Application Deadline

Monday, October 31, 2016 (5:00 pm Japan Time, GMT+9)

## 10. Selection Process

The selection process for non-Japanese participants entails 1) a document screening and 2) an interview. Non-Japanese applicants who pass the document screening will be contacted by the Japanese Embassy in their country of origin for an interview.

## **11. General Inquiries on the Contents of the Program**

The Hiroshima Peacebuilders Center: HPC  
7F Sagamiya-Honsha, 6 Ichiban-cho, Chiyoda-ku, Tokyo  
102-0082 JAPAN  
TEL: +81-(0)3-4334-3119/ FAX: +81-(0)3-4334-3120  
Email: [hpc@peacebuilders.jp](mailto:hpc@peacebuilders.jp)  
URL: <http://eng.peacebuilderscenter.jp/>

## **12. Status of the Participants**

The participants will hold a status of “Program Associate” with its entitlements and obligations for the duration of the program starting January 12, 2017, irrespective of the participant’s affiliation to any other organization. The Program Associates are expected to contribute to the further development of the program by providing advice and networking opportunities for future participants.

## **13. Obligations of the Participants**

- (1) Participants are expected to carry out the program with utmost diligence.
- (2) Participants will submit a final report and provide input to improve the program.
- (3) Participants will reply to the follow-up inquiries regularly made by the Government of Japan about their latest status after the completion of the program.

## **14. After the Program**

Participants are expected to participate in and cooperate with alumni networking.

## **15. Notes**

- (1) The information in the required documents for the application will be used only for the selection and admission of the participants in the program. Please note that photos taken during the course of the program may be used by MOFA and related organizations for the purpose of promoting the program.
- (2) Submitted documents will not be returned.
- (3) Updated information on the program will be available on the HPC website.

**The Program for Global Human Resource Development for Peacebuilding and Development  
(Global Peacebuilders Program)**

(Commissioned by the Ministry of Foreign Affairs of Japan)

**The Hiroshima Peacebuilders Center (HPC)**

<Tokyo Project Office>

7F Sagamiya-Honsha, 6 Ichiban-cho, Chiyoda-ku, Tokyo

102-0082 JAPAN

TEL: +81-(0)3-4334-3119 / FAX: +81-(0)3-4334-3120

**Email: [hpc@peacebuilders.jp](mailto:hpc@peacebuilders.jp) (Inquiries)**

**: [application@peacebuilders.jp](mailto:application@peacebuilders.jp) (Submission of documents)**

**URL: <http://eng.peacebuilderscenter.jp/>**

HPC is the implementing body of

“The Program for Global Human Resource Development for Peacebuilding and Development”

(Global Peacebuilders Program)

commissioned by the Ministry of Foreign Affairs of Japan