



平和構築人材育成事業

The Program for Human Resource Development
for Peacebuilding

(Commissioned by the Ministry of Foreign Affairs of Japan in JFY 2014)

The Primary Course

Application Guidelines

(for Non-Japanese Applicants)

The Program for Human Resource Development for Peacebuilding is a program established by the Ministry of Foreign Affairs of Japan (MOFA) in 2007 in order to strengthen the civilian capacity in the field of peacebuilding. The Hiroshima Peacebuilders Center (HPC), commissioned by MOFA, coordinates the program in cooperation with the United Nations Volunteers (UNV) programme.

The Primary Course is designed for people who have a strong will to build a career in the field of peacebuilding, and who participate in a 6-week Coursework in Japan to acquire the required practical knowledge and skills.

This course expects to host 15 Japanese participants and another 15 participants from other countries¹.

1. Duration

*Coursework in Japan*²:

January 23, 2015 – February 27 (March 3³), 2015 (approximately 6 weeks)

2. Program Structure

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

Lectures and problem-solving workshops by lecturers and 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 participants⁴

5. Qualifications

- (1) The strong will to work in the field of peacebuilding in the future
- (2) At least two years of work experience in the peacebuilding-related fields (such as law, public administration, education, public health, logistic support [including procurement, IT, air control, media, etc.]).
- (3) A university degree or equivalent
- (4) Aged 25 and older to under 40
- (5) English proficiency to score more than 90 on TOEFL iBT, 900 on TOEIC or 6.5 on IELTS, or equivalent
- (6) Health condition suitable for participation in the program.

6. Number of Participants to Be Admitted

15 Participants from Japan and another 15 participants from other countries

¹Those from the following countries are eligible to apply for this program: Afghanistan, Bangladesh, China, Cote d'Ivoire, Ethiopia, India, Indonesia, Jordan, Malaysia, Myanmar, Pakistan, Philippines, Republic of Korea, Somalia, Viet Nam.

²All Japanese participants will be obliged to participate in the Overseas Assignment after the Coursework in Japan. Participants from other countries will not be offered Overseas Assignment associated with this course this year.

³Participants who wish to take part in optional training will complete the Coursework on March 3, 2015

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

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 following the completion of this program (maximum of 500 words in free format). The essay should also include the agency or organization for which the applicant most wishes to work 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 peacekeeping/peacebuilding (In case 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 case the applicant cannot submit the 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

The completed application form and the other required documents should be submitted to the embassies of Japan in the applicants' home countries listed below. (Please refer to the website of each embassy for more information)

Afghanistan
Bangladesh
China
Cote d'Ivoire
Ethiopia
India
Indonesia
Jordan
Malaysia
Myanmar
Pakistan
Philippines
Republic of Korea
Somalia
Viet Nam

9. Application Deadline

November 10, 2014 (5:00 pm Japan Time, GMT+9)

10. Selection Process

The selection for non-Japanese participants is to be processed by MOFA.

11. General Inquiries on the Contents of the Program

Whereas HPC responds to general inquiries of potential participants, HPC cannot provide any information on application and selection procedures for non-Japanese participants.

The Hiroshima Peacebuilders Center: HPC
7F Sagamiya-Honsha, 6 Ichiban-cho, Chiyoda-ku, Tokyo
102-0082 JAPAN
TEL: +81-(0)3-4334-1255 / FAX: +81-(0)3-4334-1256
Email: hpc@peacebuilders.jp
URL: http://www.peacebuilderscenter.jp/eng/index_e.html

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 23, 2015, irrespective of the participant belonging to any other organization. The Program Associates are expected to contribute to further development of the program by providing advice and networking opportunities for the future participants.

13. Obligations of the Participants

- (1) Participants are expected to carry out the program with utmost diligence.
- (2) Participants should submit a final report and provide inputs to improve the program.
- (3) Participants should reply to the follow-up inquiries about their latest status regularly made by the Government of Japan 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 Human Resource Development for Peacebuilding
(Commissioned by the Ministry of Foreign Affairs of Japan in JFY 2014)

The Hiroshima Peacebuilders Center: HPC

<Tokyo Project office>

7F Sagamiya-Honsha, 6 Ichiban-cho, Chiyoda-ku, Tokyo
102-0082 JAPAN

TEL: +81-(0)3-4334-1255 / FAX: +81-(0)3-4334-1256

<Hiroshima Head office>

#1003, 1-11-11, Ujina-Kaigan, Minami-ku, Hiroshima
734-0011 JAPAN

TEL: +81-(0)82-530-2656

Email: hpc@peacebuilders.jp

URL: http://www.peacebuilderscenter.jp/eng/index_e.html

The Hiroshima Peacebuilders Center (HPC) is the implementing body of the coursework in Japan of
“the Program for Human Resource Development for Peacebuilding”
commissioned by the Ministry of Foreign Affairs of Japan in the fiscal year 2014.