

**The Program
for Human Resource Development in Asia
for Peacebuilding**

Hiroshima Peacebuilders Center

(Commissioned by the Ministry of Foreign Affairs of Japan in JFY 2010)

The Civilian Experts Course

Application Guidelines

(for Applicants from Asian Countries)

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

The Civilian Experts Course is designed for civilian experts who will practically engage in peacekeeping/peacebuilding in the future to acquire practical expertise required in the field of peacekeeping/peacebuilding. This course consists of the Coursework (The Overseas Attachment is provided for a few Japanese participants only) and expects 10 Japanese participants and another 10 participants from Asian countries¹.

1. Duration

January 11, 2011 – January 21, 2011 (approximately 2 weeks)²

2. Program Structure (*See Attachment 2-1 on the 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

3. Venue

Tokyo

4. Qualifications

- (1) Current involvement or future plan to work in peacekeeping/peacebuilding-related fields at the applicant's organization, or the strong will to work for peacekeeping/peacebuilding.
- (2) Satisfy either of the following:
 - (a) At least three years of working experience in peacebuilding-related fields (broad fields covered by international organizations such as public health, law, finance, public administration, education, media)

¹ Those from the following Asian countries are able to apply for this program: Afghanistan, Bangladesh, Brunei, Cambodia, China, Timor-Leste, India, Indonesia, Iraq, Kazakhstan, Kyrgyz, Laos, Malaysia, Mongol, Myanmar, Nepal, Pakistan, Philippines, Singapore, Republic of Korea, Sri Lanka, Tajikistan, Thailand, Uzbekistan, Vietnam.

² If the applicant is not able to participate in whole sessions of the Coursework in Japan due to the vocational restriction by the applicant's organization, it is acceptable to participate in about half sessions of the Coursework in Japan.

³ Please note that the participation in the Overseas Attachment will be acceptable for a few Japanese participants. Meanwhile, Asian participants will not be able to participate in the Overseas Attachment.

and with a university degree as well as the strong will to work for peacekeeping/peacebuilding in the future.

(b) Master's degree in peacebuilding-related fields and with the strong will to work for peacekeeping/peacebuilding in the future.

(3) English proficiency to successfully complete the program.

(4) Health condition suitable for the participation in the program.

5. Required Documents for Application

(1) The application form (*Attachment 2-2*, Available on the HPC website). A full-face photograph must be attached to the application form.

(2) A letter of recommendation in English from the applicant's work supervisor who is able to evaluate his/her capacity and explain future prospects of his/her engagement in peacekeeping/peacebuilding. In case the applicant will not be able to participate in whole coursework, please specify the reason in the letter of recommendation.

(3) 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 (see (2) above) and used as a substitute.

6. Submission of the application

The completed application form and the other required documents should be submitted to HPC. HPC accepts the submission of the application via postal mail, fax, or e-mail. In case of the submission via e-mail, please submit the scanned data of the covenant with the applicant's signature or fax the signed page only.

7. Application Deadline

November 1, 2010

8. Selection Process

Selection will be based on the applicant's past achievements, and future prospects of his/her engagement with peacekeeping/peacebuilding. Following a screening of application documents, candidates might be contacted for an interview in English by the Embassy of Japan in the applicant's home country. The result will be confirmed by the Embassy of Japan in the applicants' home country or by HPC.

9. General Inquiries on the Contents of the Program and the Application Procedure

The Hiroshima Peacebuilders Center: HPC

1-20 Ko-machi, Naka-ku, Hiroshima City

730-0041 JAPAN

Telephone: +81-(0)82-236-1414

Fax: +81-(0)82-247-0643

Email: (submission of the application) hpc@hiroshima-u.ac.jp

: (general inquiries) hpc@peacebuilders.jp

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

10. Participants Fees

The costs of program participation (travel fees, travelers' insurance, accommodation and meals) will be covered by HPC.

11. 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.

12. After-program

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

13. 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.
- (4) Asian applicants for the Civilian Experts Course may be requested to participate in the Primary Course.

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For inquiries regarding the program and the application procedure, please contact HPC.

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The Hiroshima Peacebuilders Center (HPC) is the implementing body of “the Program for Human Resource Development in Asia for Peacebuilding” commissioned by the Ministry of Foreign Affairs of Japan in the fiscal year 2010. The HPC is organized by the NGO *Peacebuilders* in cooperation with the Hiroshima University.