

**Ministry of Foreign Affairs  
Recruitment & Training Section  
Dhaka**

No. AD-R&T-901/723

September 21, 2017

**Circular**

**Sub: Primary Course on Global Peacebuilders Program to be held from January 11, 2018 to February 16, 2018 in Japan**

Hiroshima Peacebuilders Center (HPC) of Japan will be hosting Primary Course on Global Peacebuilders Program from January 11, 2018 to February 16, 2018 and invites applications from qualified citizens of Bangladesh.

02. The important features of the program are:

The program	Benefits	Qualification
Primary Course on Global Peacebuilders Program	Travel fees, Traveler's insurance, Accommodation fees, Living Expenses	- A university degree or equivalent - At least 02 years of work experience in peacebuilding/development related field (Law, Public Administration, Education, IT, Public Health, Human Resource, Media etc. - A minimum IELTS/TOEFL score - Age is from 25 to 40 years

03. Please follow the attached brochure for further information. Please note that, the program is highly competitive having limited number of seats and final selection will be made by the Embassy of Japan. Interested persons are requested to submit the required documents to the R&T section of the Ministry of Foreign Affairs within 01 October 2017.

*Ashraf* 21/09/17  
(Shah Md Ashraful Alam Mohon)  
Assistant Secretary (R&T)



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 2017)

### 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 participants from Japan and 10 participants from other countries.<sup>1</sup>

#### 1. Duration

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

Thursday, January 11, 2018 – Friday, February 16, 2018 (Monday, February 19 ~ Wednesday, February 21 *optional*<sup>3</sup>)  
(approximately 5weeks)

#### 2. Program Structure

*Coursework in Japan (See Attachment 1-1 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: Bangladesh, Cambodia, Egypt, Iraq, Mali, Philippines, Somalia, South Sudan, Sri Lanka, Tunisia.

<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 21, 2018

<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.

## 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 11, 2018, 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/>**

The Hiroshima Peacebuilders Center (HPC) is the implementing body of  
"The Program for Global Human Resource Development for Peacebuilding and Development"  
commissioned by the Ministry of Foreign Affairs of Japan

## 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).

\*The recommendation letter may be submitted to HPC either by the applicant or directly by the referee via e-mail or post.

Please note that the deadline for the receipt of recommendations is the same as for the application.

Email: [application@peacebuilders.jp](mailto:application@peacebuilders.jp) (Please include the applicant's name in the subject line)

- (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 you don't receive a confirmation email from HPC within a few days after your submission, please contact HPC by phone or by email (please refer to General Inquiries in the section 11 for the contact information). If there are any troubles 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

Wednesday, October 25, 2017 (9:00 am Japan Time)

## 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.

