

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 (MOFA))

The Mid-Career Course JFY2020

### Application Guidelines

The “Mid-Career Course” which is part of the Program for Global Human Resource Development for Peacebuilding and Development (Global Peacebuilders Program), is calling for 20 participants with about 10 years of work experience in fields related to peacebuilding and development (see below “6. Qualifications”) who aspire to further advance their professional careers in these fields. The participants will take part in 7 days of training in Japan to enhance their knowledge and skills, focusing on Communication/Negotiation and Leadership/Management competencies in international organizations.

#### 1. Duration

January 5 (Tue) – 11 (Mon), 2021

#### 2. Program Structure

Training is focused on Communication/Negotiation and Leadership/Management competencies in peacebuilding and development, in particular with regard to the United Nations (UN) system and other international organizations. (See *Attachment 2-1*, Course Overview for details) The training will be conducted entirely in English.

#### 3. Venue

Hotel Asia Center of Japan (Tokyo, Japan)  
8-10-32, Akasaka, Minato-ku, Tokyo, 107-0052

#### 4. Accommodation (International Participants only)

Hotel Asia Center of Japan (Tokyo, Japan)  
8-10-32, Akasaka, Minato-ku, Tokyo, 107-0052

#### 5. Participation Fees

There will be no fees charged for the selected participants

#### 6. Qualifications

- (1) About ten years of work experience in fields related to peacebuilding and/or development (e.g. administration, aviation, civil affairs, communications, economics, engineering, finance, human resources, humanitarian aid, IT, law, political affairs, procurement, public health, security, and supply chain management).
- (2) Determination to further one’s career in peacebuilding and development, in particular at the UN and other international organizations.
- (3) Fluency in spoken and written English.
- (4) Full attendance at the training.

#### 7. Number of Participants to Be Admitted

20 Participants (Japanese and other nationals)

## 8. Required Documents

Application Form (*Attachment 2-2*)

\*You may substitute “10. Employment” with the P11 UN Personal History Form or an equivalent form of CV.

## 9. Submission of the Application

Send the completed application form by e-mail to: [application@peacebuilders.jp](mailto:application@peacebuilders.jp)

## 10. Application Deadline

October 14 (Wed.), 2020 (9:00 AM Japan Time)

## 11. Selection Process

Your application will be evaluated and considered in terms of 1) experience and skills in the relevant fields, and 2) the potential for career advancement in peacebuilding and development. The applicants will be notified by email, regardless of the results, by late October.

## 12. Resource Persons

Approximately 5 applicants who have extensive skills and experience in peacebuilding and development will be selected as Resource Persons. Resource Persons are expected to play a leading role in the workshops held during the Mid-Career Course, including making presentations on their own experiences in peacebuilding and development. The cost of flight tickets for Resource Persons will be covered by the Program. Please indicate on your application form (*Attachment 2-2 Item 12*) whether you would like to be considered for the position of Resource Person. As a result of the arrangement due to COVID-19, a substantial number of credible candidates for resource persons may participate online. In such a case, the number of the participants whose flight tickets are covered by the Program would be reduced.

## 13. General Inquiries on the Contents of the Program

Hiroshima Peacebuilders Center (HPC)

Knowledge Square 1<sup>st</sup> Floor, 1-1-61, Higashisendamachi, Naka-ku, Hiroshima, 730-0053 JAPAN

TEL: +81-(0)82-909-2631 / FAX: +81-(0)82-553-0910

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

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

Website: <https://eng.peacebuilderscenter.jp/>

## 14. Obligations of the Participants

- (1) Participants are expected to engage in the program with utmost diligence.
- (2) Participants are expected to submit a final report and provide input towards improving the program.
- (3) Participants are expected to reply to follow-up inquiries made regularly by MOFA about their latest status after the completion of the program.

## 15. Post-Program Support

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

## 16. Prevention Measures Against COVID-19 in the Administration of the Course

Depending on the spread of novel coronavirus infection in the future, appropriate measures against the virus will be conducted as much as possible during the implementation of the course. The contents and schedule may change due to the spread of the virus. (Additional information regarding the course may be released before the deadline of the applications. In order to ensure access to this information, please sign up to the HPC newsletter in advance. \*HPC Newsletter: <https://eng.peacebuilderscenter.jp/contact/email-newsletter/>)

- (1) Modalities of participation in the Course – if a participant cannot attend the training physically due to unavoidable circumstances, HPC will endeavor to enable participation by other means, e.g. virtual participation. The access to the Course by the participants who do not feel well would be limited.

- (2) Environment of the venue – HPC endeavors to avoid the “3 Cs” (Closed spaces, Crowded places, Close-contact settings), and to maintain the environment of the venue based on the “New Lifestyle” guidelines. (Please see: <https://www.mhlw.go.jp/content/10900000/000619576.pdf> )
- (3) Request for cooperation – to prevent future infections, HPC requests participants to take appropriate infection control measures such as hand washing and following ‘cough etiquette.’ (Please see: [https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/dengue\\_fever\\_qa\\_00014.html#Q5](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/dengue_fever_qa_00014.html#Q5) )

## 17. Notes

- (1) The information in the required documents for the application will be used only for the selection and admission of participants to 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**

(Commissioned by the Ministry of Foreign Affairs of Japan)

#### **Hiroshima Peacebuilders Center (HPC)**

<Hiroshima Head Office>

Knowledge Square 1<sup>st</sup> Floor, 1-1-61, Higashisendamachi, Naka-ku, Hiroshima, 730-0053 JAPAN

TEL: +81-(0)82-909-2631 / FAX: +81-(0)82-553-0910

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**Website:** <https://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.

## Privacy Policy

The Hiroshima Peacebuilders Center (HPC) complies with the following privacy policy and other laws and regulations regarding the protection of personal information and ensures that care is taken to protect personal information.

▼HPC collects and uses personal information for work related to the program implementation, such as answers to inquiries, the processing of applications for training courses, information dissemination sessions, discussions and networking before and after training courses. Information sharing with organizations and lecturers before and after the period of the training will remain private.

▼HPC and the Ministry of Foreign Affairs will use personal information submitted from applicants only for the purpose of this Program. All personal information will be managed with strict confidentiality. The Ministry of Foreign Affairs may use personal information for career development support and share it with relevant institutions, including the organization which will be responsible for the program from Japanese fiscal year 2021. Photographs taken during the Program are managed appropriately and may be used for public relations.

▼HPC is committed to comply with all the rules and regulations stipulated in the Personal Information Protection Act of Japan and other laws concerning the protection of personal information.