



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 2021)

## 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 5-week Coursework in Japan.

This course expects to host around 10 participants from Japan and 10 participants from other countries. As Non-Japanese nationals, those from the following countries/organizations are eligible to apply for this year's program: Democratic Republic of the Congo, Djibouti, Egypt, Kenya, Mali, Nigeria, Pakistan, Philippines, South Sudan and AUC. Please note that for AUC, the application process is not open to the public and depends on arrangements with AUC.

### 1. Duration

Coursework in Japan: Tuesday, January 18, 2022 – Friday, February 18, 2022 (Monday, February 21 and Tuesday, February 22 are *optional*<sup>1</sup>) (approximately 5 weeks)

### 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

---

<sup>1</sup> Participants who wish to take part in the optional training will complete the Coursework on February 22, 2022

#### 4. Participation Fees

There will be no fees (except fees necessary for his/her participation online) charged for selected participants<sup>2</sup>.

#### 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, environment, 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

Around 10 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) 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).
- (4) 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)82-553-0910

#### 9. Application Deadline

Wednesday, October 20, 2021 (9:00 am Japan Time)

---

<sup>2</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.

## 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

Knowledge Square 1Floor, 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) Website: <https://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 18, 2022, 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. Important notes with regard to COVID-19

### (1) Coordination for selected participants entering Japan for participation in the Course

HPC will assist selected participants in entering Japan according to the Japanese government's policies in response to COVID-19. Please note that there is a possibility of participants being denied entry into Japan depending on the Japanese government's policies. In this case, participants are encouraged to participate in the course online (fees necessary to participate online will not be borne by this program).

### (2) 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/> )

(a) 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.

- (b) Environment of the venue – HPC endeavors to avoid the “3 Cs” (Closed spaces, Crowded places, Close-contact settings) and aim for “Zero C.” (Please see: <https://www.mhlw.go.jp/content/zeroc.pdf> )
- (c) Request for cooperation – to prevent future infections, HPC requests participants to take appropriate infection control measures such as hand washing and coughing manners. (Please see: <https://corona.go.jp/prevention/pdf/en.kansen.pdf> )

## 16. 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)

<Hiroshima Project Office>

Knowledge Square 1Floor, 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/>**

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 2024. 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.