

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 JFY2023

Application Guidelines

The “Mid-Career Course” which is an integral 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 through international organizations. 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 (Friday) – 11 (Thursday), 2024

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 in Tokyo

4. Accommodation

Hotel in Tokyo

Please note that participants will be responsible for their own accommodation charges.

5. Participation Fees

Course participation fees will not be charged for the participants, but participants are to cover their own travel .

6. Qualifications

Selected participants should have:

- (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, supply chain management and environment).
- (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. Please write staff categories, levels and contract types in the case of UN staff.

9. Submission of the Application

Send the completed application form by e-mail to: mid-career_application@peacebuilders.jp

10. Application Deadline

October 6 (Fri.), 2023 (9:00 AM Japan Time)

11. Selection Process

Your application will be considered and evaluated by two key criteria: 1) experience and skills in the relevant fields, and 2) potential for career advancement in peacebuilding and development.

The applicants will be notified by email by early November, regardless of the results.

12. General Inquiries on the Contents of the Program

Hiroshima Peacebuilders Center (HPC)

Knowledge Square 1st Floor, 1-1-61, Higashisendamachi, Naka-ku, Hiroshima, 730-0053 JAPAN

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

Email: (for Inquiries) hpc@peacebuilders.jp

(for Submission of documents) mid-career_application@peacebuilders.jp

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

13. 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 completion of the program.

14. Post-Program Support

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

15. Notes with regard to Infectious Diseases

Prevention Measures Against Infectious Diseases in the Administration of the Course

Depending on the situation of infectious diseases in the future, appropriate measures against the virus will be conducted, as far as possible, during the implementation of the course. The contents and schedule may also change due to the prevailing situation. (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/>).

16. 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

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Hiroshima Peacebuilders Center (HPC)

<Hiroshima Head Office>

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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 by the 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 will be 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.