

平和構築・開発におけるグローバル人材育成事業

Program for Global Human Resource Development for Peacebuilding and Development

Primary Course

Application Guidelines for Non-Japanese Applicants

(FY 2024)

The Program for Global Human Resource Development for Peacebuilding and Development was established by the Ministry of Foreign Affairs of Japan (MOFA) in order to strengthen civilian capacity for peacebuilding and development. The Primary Course is designed to prepare early career professionals in peacebuilding, international development and related fields to work with a high level of competence, agility and skills.

From 2024, the course will be delivered over 4 weeks by Hiroshima University in close cooperation with the United Nations Institute for Training and Research (UNITAR) and the United Nations Volunteer Programme (UNV). Around 13 participants from Japan and 10 participants from other countries will participate in the course.

Non-Japanese nationals from the following countries/organizations are invited to apply for this year's program: Bangladesh, Fiji, El Salvador, Lebanon, Ukraine, Palestine, Mali, South Sudan, Uganda and African Union Commission (AUC).. Please note that for AUC, the application process is not open to the public and depends on arrangements with AUC.

1. Course Dates

- 1) Week 1 (online): **January 26 - February 1, 2025**
- 2) Weeks 2-4 (in-person training in Tokyo for 2 days and Hiroshima for all other days):
February 2 - 22, 2025

2. Program Structure

This course has been designed around the “5Ps” of the Sustainable Development Goals (SDGs), namely People, Peace, Planet, Prosperity and Partnerships. The training will mainly cover three main themes:

- **Substantive Knowledge** such as the guiding principles of the United Nations; multilateral approaches to preventing and addressing conflicts; economic, social and environmental frameworks such as the SDGs and international conventions; and emerging issues, such as the impact of new technologies and social media on peace and development activities.
- **Effective Working Skills** such as program planning and project management skills, including theory of change, gender mainstreaming, and monitoring and evaluation; and soft skills such as communication and negotiation.
- **Career Development Skills** such as UN competencies, values and behaviors; career planning; mental health and well-being; and interview preparation.

Instructors are current or former staff members of international organizations, as well as experts in the fields of peacebuilding and development from Hiroshima University and other institutions.

3. Venue

Tokyo and Hiroshima University, Higashi-Hiroshima, Japan (about 4 hours by bullet train from Tokyo). Training will take place on the campus of Hiroshima University. Program associates will stay in this facility: <https://miraicrea.hiroshima-u.ac.jp/>.

4. Participation Fees

No fees will be charged for non-Japanese participants accepted for the training. The costs of the in-person training in Japan (**February 2 - 22, 2025**) will be covered by the Ministry of Foreign Affairs of Japan (travel fees to/from country of origin and Japan; travel within Japan; travel insurance; accommodation; and a daily allowance to cover other expenses).

5. Qualifications

- 1) A strong will to work in the field of peacebuilding and/or international development in the future
- 2) At least two years of work experience in peacebuilding and/or development-related fields (e.g., law, public administration, economic development, education, public health, logistics support, IT, human resources, media, environment, etc.)
- 3) A university degree (Bachelor's 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 Course. Selected applicants may be asked to submit a Certificate of Good Health prior to the training.

6. Required Documents for Application

- 1) Application form with photo (**Attachment 1**)
- 2) An essay in English about your career plan in the field of peacebuilding and/or development following the completion of this program (maximum 500 words in free format)
- 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, or 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 a Letter of Recommendation (**Attachment 2**) and used as a substitute.

7. Submission of Application

Please send the required documents by email to gpad-primary@office.hiroshima-u.ac.jp. In the subject line, please write "Application for Primary Course." If you don't receive a confirmation email from Hiroshima University within a few days after your submission, please contact us again by email.

8. Application Deadline

Thursday, October 24, 2024 (9:00 am Japan Time)

9. Selection Process

The selection process for non-Japanese participants entails the following steps:

- 1) Document screening
- 2) Interview (applicants who pass the document screening will be contacted by the Japanese Embassy in their country of origin for the interview, either in-person or online).

10. Status of the Participants

The participants will hold the status of “Program Associate” with its entitlements and obligations for the duration of the program starting January 26, 2025, irrespective of the participant’s affiliation to any other organization.

11. Obligations of the Participants

- 1) Participants are expected to carry out the program with utmost diligence.
- 2) Participants will be asked to sign a pledge regarding their participation in the program.
- 3) Participants will submit a final report and provide input to improve the program.
- 4) Participants will reply to the follow-up inquiries regularly made by the Ministry of Foreign Affairs of Japan about their latest status after the completion of the program.

12. Post-training Follow-up

Upon completion of the training, participants will be invited to join the **Global Peace and Development Career Network**, which provides further advice on career development. Participants are also asked to support alumni networking activities.

13. Additional Notes

- 1) Submitted documents will not be returned.
- 2) Updated information on the program will be available on the Hiroshima University website.
- 3) Hiroshima University is committed to comply with all the rules and regulations stipulated in the Personal Information Protection Act of Japan and other laws regarding the protection of personal information. Hiroshima University and the Ministry of Foreign Affairs will use personal information submitted by the applicants only for the purpose of this Program. The Ministry of Foreign Affairs may share this information with organizations involved in the delivery of this Program. Photographs taken during the Program will be managed appropriately and may be used for public relations.

14. Further Information

For more information, please contact:

Global Peace and Development Career Network (GPAD)

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Website: <https://hiroshima-u.ac.jp/en/international/network/gpad/primary>