"J1604039 Public Personnel Administration For Middle Level Officials"

Detalles del curso:

Período en Japón:	**Del 29 de enero al 18 de febrero de 2017**
Idioma:	**Inglés (debe poseer buen nivel de inglés hablado y escrito)**
Calificaciones esenciales:	**Funcionario del gobierno central a nivel de subdirector o equivalente, que participe en la formulación y aplicación de políticas en la división de la administración de personal (responsables de la gestión del personal del gobierno central)**
Experiencia:	**Más de 3 años de experiencia práctica en la formulación, planificación e implementación de políticas de administración de personal en los organismos del gobierno central.**
Educación:	**Debe ser graduado universitario o superior.**

Para mayor información, favor **leer de manera completa y a detalle** el folleto informativo adjunto y confirmar si cumple con los requisitos solicitados (archivo: "J1604039 Public Personnel Administration for Middle Level Officials")

Formatos de postulación a ser llenados por el candidato:

1. New APPLICATION FORM: Llenar en digital y en **INGLÉS** y hacer firmar por los superiores de los candidatos. No olvidar colocar el sello de la institución y las firmas del candidato. Tener en cuenta que este es el documento más importante y por ello se deben llenar todos los datos solicitados.
Nota importante: En la Hoja que dice **"OFFICIAL APPLICATION"**, en el recuadro que está luego de las líneas punteadas ubicado en la parte inferior de la hoja, **NO se debe LLENAR** ningún dato, ya que será llenado por APCI.
2. Ficha de Inscripción
3. Carta de Presentación
4. Carta de No Objeción
5. Carta de Compromiso de Retorno
6. Declaración Jurada Simple

Otros documentos:

-El postulante deberá adjuntar: copia de pasaporte vigente, copia de visa a USA *si la tuviera*, copia de DNI, CV simple (no documentado), copia de grado académico, certificado médico redactado en idioma inglés y certificado de antecedentes policiales simple, de acuerdo al archivo: "Pasos candidato (Curso JICA) Interviene APCI.doc".
-**Certificado oficial de competencia en el idioma inglés**: TOEFL, TOEIC, etc. (en caso de no contar con el certificado, deberá pasar una entrevista en la oficina de JICA Perú)
-**Inception Report:** (pág. 12 y 13 del folleto informativo), debe ser presentado junto con el expediente de postulación.
- **Organization Chart:** los solicitantes deben presentar el organigrama del gobierno y de la organización del solicitante junto con el formulario de solicitud. Por favor, indique claramente la posición del solicitante en el gráfico. La presentación de estos organigramas es considerado un factor importante en el proceso de selección de participantes.

Documentos a presentar solo en caso de ser seleccionado:

El contenido de esta tarea será notificado solo a los participantes aceptados.

Otras consideraciones:

Les recordamos que el candidato que sea seleccionado para este programa, deberá preparar un Plan de Acción durante su curso en Japón para aplicarlo en su país de origen a su retorno. Asimismo, **tiene la obligación** de presentarlo ante sus Superiores y/o Autoridades. Posteriormente, será necesario preparar y enviar un **Reporte de Progreso** de la implementación de este plan de acción, de acuerdo a lo establecido respecto a la fase final.

Asociación de Ex becarios de JICA Perú – APEBEJA
Es la Asociación que congrega a los Ex becarios de JICA en el Perú. A su retorno del curso en Japón, **el becario se compromete a inscribirse a la Asociación y participar de las actividades, convocatorias y/o requerimientos que organice esta asociación y colaborar con los requerimientos y/o solicitudes que pudiera realizar JICA, Embajada de Japón o la misma Asociación en los años posteriores luego de su capacitación.**

Se considerará a aquellas organizaciones que estén seriamente comprometidas en cumplir lo solicitado por el presente programa.

En caso se encuentren interesados en participar, sírvanse enviar su expediente de postulación a la siguiente dirección:

Agencia Peruana de Cooperación Internacional – APCI
Av. José Pardo Nº 261, Miraflores, Lima.
Telf: 617-3600
Web: www.apci.gob.pe

Fecha límite de entrega a APCI: **lunes 31 de octubre de 2016.** (Verificar con el área de becas de APCI).

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COOPERACIÓN TÉCNICA DEL GOBIERNO DE JAPÓN

BECAS DE CAPACITACIÓN - JICA

(Interviene APCI)

PASOS A SEGUIR PARA POSTULAR A CURSO JICA

I. Llenar la Ficha de Inscripción y enviarla a JICA antes del "Plazo Límite APCI" al e-mail: pe_oso_rep@jica.go.jp ó vía fax: (511) 221-2407.

II. Entregar su Expediente de Beca a APCI antes de la fecha Límite conteniendo lo siguiente:

	Documento	Comentario
1)	Formularios APCI	(Solicitar modelos) • Carta de presentación dirigida al Embajador (r) Jorge Pablo Voto-Bernales Gatica • Carta de No objección dirigida al Embajador (r) Jorge Pablo Voto-Bernales Gatica Carta de No objección dirigida a Sr. Masayuki Eguchi, • Compromiso de Retorno, • Declaración Jurada de no Antecedentes penales)
1)	Nuevo Formato de Aplicación	Original con foto original.(sólo un juego)
2)	Country Report, Job Report y/o Cuestionario	Según lo requiera el curso (original).
3)	Certificado ALIGU, TOEFL (o equivalente)	(Original, sólo si el curso se desarrolla en inglés)
4)	Ficha de Inscripción	(Firmado por el Candidato)
5)	DNI	(Copia simple)
6)	Pasaporte Vigente	(Copia simple)
7)	Breve Curriculum Vitae	(no documentado de no más de 2 páginas).
8)	Copia simple de Grado Universitario o Equivalente	(Copia simple).
9)	Certificado de Salud emitido en el formato del Colegio	(Original).

	Médico	
10)	Certificado de Antecedentes Policiales simple	(Original) Necesario y obligatorio, aparte de la 'Declaración Jurada de No Antecedentes' (Documento No 8)

Nota: APCI es la única institución encargada de hacer llegar su expediente a JICA- Perú para su postulación a la Beca. (**NO** se recibe expedientes en JICA).

La dirección de APCI es Av. Pardo 261 Miraflores. Horario de Atención : De 8:30am a 5pm.
Para cualquier consulta duda ó información adicional, favor comunicarse con JICA PERU
Telf: 221-2433 / 221-2434/ 221-2435 ó al mail pe_oso_rep@jica.go.jp

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Guidelines of Application Form for the JICA Knowledge Co-Creation Program

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of KCCP you are applying for.

>Application for KCCP (Group and Region Focus)

Official application and Parts A and B including Medical History must be submitted.

>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History

This part is to be completed by the person who is nominated by the organization applying. The applicants for KCCP (Group and Region Focus) are required to fill in **every item**. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated **"required"** items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,

(b) be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,

(c) use a typewriter/personal computer in completing the form or write in **block letters**,
(d) fill in the form in **English**,
(e) use ☑or "x" to fill in the ( ) check boxes,
(f) attach a picture of the Nominee,
(g) attach additional page(s) if there is insufficient space on the form,
(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
(i) confirm the application procedure stipulated by your government, and
(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

(a) In cases of legally mandated disclosure requests;
(b) In cases in which the provider of information grants permission for its disclosure to a third party;
(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected

under laws or regulations in your country or copyright-related multinational agreements or the like:

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.

(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP

(1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.

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Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

Application Form for the JICA Knowledge Co-Creation Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

2. Number: (Please write down as shown in the General Information)

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:		
Name:				
Designation / Position				Official Stamp
Department / Division				
Office Address and Contact Information	Address:			
	Telephone:	Fax:	E-mail:	

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			Official Stamp
Designation / Position			
Department / Division			

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Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.

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Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program (KCCP) (Group and Region Focus) are required to fill in "Every Item". As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated **"required"** items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

2. Number: (Please write down as shown in the General Information) **(required)**

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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee (nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality (as shown in the passport)		**5) Date of Birth (please write out the month in English as in "April")**				
3) Sex	( ) Male	( ) Female	**Date**	**Month**	**Year**	**Age**
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

8) Outline of duties: Describe your current duties

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name: Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education) (required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

3) Training or Study in Foreign Countries; ***please write your past visits to Japan specifically as much as possible, if any.***

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3)Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

[1] Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

[1] Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

[1] Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

[1] Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied KCCP

1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

*7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I have made in this form are true and correct to the best of my knowledge.
If accepted for the program, I agree:

(a) not to bring or invite any member of my family (except for a program whose period is one year or more),
(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
(c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
(d) to refrain from engaging in political activity or any form of employment for profit or gain,
(e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
(f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
(g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
(h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information

provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide KCCP to the participants from developing countries.

2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.

(j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name:

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MEDICAL HISTORY

1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

[ ] No	[ ] Yes: Name of illness ( ), Name of medicine ( )
	If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.

(b) Are you pregnant?

[ ] No	[ ] Yes: Months of pregnancy (months)

(c) Are you allergic to any medication or food?

[ ] No	[ ] Yes: What are you allergic to? ( )

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )
Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Past Medical History

(a) Have you had any significant or serious illness?

[ ] No	[ ] Yes: Please specify ( )

(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[ ] No	[ ] Yes: Please specify ( )

3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date	Signature
	Print Name

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FICHA DE INSCRIPCION PARA POSTULAR A UN CURSO DE JICA

1. DATOS PERSONALES

Apellidos y Nombres completos :

Documento de Identidad :

E – mail :

Fecha de Nacimiento :

Dirección :

Teléfonos : Casa: Celular:

Pasaporte : ( )Sí. Fecha de vencimiento (Mes/Año): /

( )No.

Visa Estados Unidos : ( )Sí. Fecha de vencimiento (Mes/Año): / (

)No.

Universidad :

Año de Egreso :

Profesión :

2. CENTRO DE TRABAJO

Institución :

Dirección :

Teléfonos :

Tipo de Institución : ( )Pública ( )Privada ( )Internacional

( )Otros

Cargo u Ocupación actual :

Fecha de Ingreso (Mes / Año) :

3. SOBRE LA BECA DE JICA

Curso / Seminario / Taller :

Periodo (Día / Mes / Año) : Del / / al / /

4. OTRAS BECAS OBTENIDAS A TRAVES DE JICA

Curso/ Seminario / Taller :

Periodo (Día / Mes / Año) : Del / / al / /

5. CONOCIMIENTO DE INGLES : ( ) Básico ( ) Intermedio

( ) Avanzado

Centro de Idiomas :

Último año de estudio :

6. OBSERVACIONES/ SUGERENCIAS:

Fecha :

Firma :

Importante: Si ha decidido postular, favor de enviar esta "Ficha de Inscripción" al Fax 221-2407