**Annex-1**

**Management of Composting Project**

**(JFY 2020)**

***Job Report***

Name: Country:

Organization and present post:

E-mail: FAX:

Remarks 1: The Report should be typewritten in English (12-point font, appropriately spaced, A4 size paper) and total pages of the report should be **limited to 3 pages** (not including organization chart).

Remarks 2: Each participant is required to have presentation up to 10 minutes based on this Job Report and Issue Analysis Sheet (IAS) at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants for each other.

Remarks 3: It is also requested to prepare a PowerPoint for the presentation. When you use PowerPoint, it is preferable to use letters **more than 24 points** and not to use pictures on the background.

Remarks 4: Please itemize your answer and make them specific

**1. Organization and main tasks**

(1) Brief description on the main tasks of the organization

(2) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned (The chart should be attached and not be counted in this page limit.)

1. Description on your job assignments

**2. Existing challenges of composting in your workplace**

(1) Outline of your composting project(s) including method and capacity

(2) Challenges you are facing in your workplace (Please describe concrete details)

(3) Targets as a desirable situation that you would like to realize

**3. Expectations for the training course**

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

(2) How do you expect to apply skills and knowledge according the listed items in the curriculum after you return to your home country?