

REQUEST FOR JICA VOLUNTEERS

Important Information and conditions

- 1) Kindly answer **all** the questions on the request form.
- 2) If you have more than one request, please fill it out on a separate request form.
- 3) The standard processing time for a request is 1 year; therefore, the volunteer will only be dispatched the following year.
- 4) The long-term volunteers are posted for a period of 2 years. The short-term volunteers are dispatched for 1-10 months.
- 5) Please indicate on the request form whether you will require volunteers to go on field research/work away from their work stations.
- 6) Please be informed that in terms of the location of the volunteer postings, the volunteers should have access to public transportation and shops (i.e. grocery stores).
- 7) With regards to qualifications of volunteers with technical requirements, the Japanese education system gives specific technical expertise certification/degrees. High priority is also given to work experience.
- 8) Kindly answer **all** the questions on the request form and please sign it in the end.

REQUEST FOR JICA VOLUNTEERS

1. GENERAL INFORMATION

- (1) Name, address and telephone number of the organization, which requests the Volunteer:

- (2) Function and major activities of the organization: (** preferably with an organizational structure chart*)

- (3) Annual budget of the organization:

- (4) Name of requesting ministry and department / division / unit to which the volunteer is attached:

- (5) Number of volunteers required in this field:

- (6) Type of volunteer required (please choose one):
 - Long Term (2 years)
 - Short Term (1 Month ~ 1 year)

2. JOB DESCRIPTION OF THE VOLUNTEER

- (1) Reasons for the request for the Volunteer:

- (2) Post to be given to the Volunteer:

- (3) Actual work to be requested to the Volunteer:

- (4) Outcome expected from the assignment (i.e. knowledge exchange):

- (5) Equipment available for the Volunteer that already exists (model, maker, etc.) (** if possible please attach an equipment list*):

3. OFFICERS OF THE REQUESTING ORGANIZATION

- (1) Name and position of the supervisor whom the Volunteer can get access to:

(2) Staffs / colleagues/counterparts information:

Name	Age	Educational Background	Technical/Work Experience	Position

(3) Technical level of the people whom the Volunteer will work with (e.g. students, trainees, farmers):

4. REQUIREMENT FOR THE VOLUNTEER

(1) Technical field:

(2) Sex (specify if either sex should be excluded):

(3) Type of assignment (New / Extension / Successor):

(If this type is "Extension" or "Successor", please show whose extension or successor it is.)*

(4) Expected date and period of assignment:

(5) Required minimum educational background:

(6) Required minimum technical experience (year):

(7) Other qualification and experience (if any):

(8) Language (name, level):

5. FACILITIES TO BE PROVIDED TO THE VOLUNTEER

(1) Office Space:

Desk and chair will be provided Access to computer Access to internet

2) Accommodation:

will be provided free--- Full furnished / Semi-furnished / Not furnished

Electricity available / Not available

will be subsidized

(2) Geography: Altitude of the location: _____ meters, Temperature _____, The nearest town/city is (name) _____ which is _____ kms by means of _____, and takes approximately _____ hour(s)

(3) Transport:

will be provided free, when official

will be subsidized

will not be provided

(4) Medical care:

will be provided free at _____

otherwise (please specify) _____

(5) Authorized annual leave:

(6) Working hours:

6. OTHER INFORMATION (FOREIGN ASSISTANCE)

Financial support ---- Name of the country

Approximate amount

Expert(s) ----- Name of organization

Volunteer(s) ----- Name of organization

7. CORRESPONDENCE

** Name and address of the official to whom correspondence regarding this application should be forwarded.*

(Date)

(Signature)

(Name)

(Title, Ministry)