

LE DIRECTEUR DE CABINET

00215

N° MFP/DGFP/DFRC/KKJM/YJS

REPUBLIQUE DE COTE D'IVOIRE



Union – Discipline – Travail

Abidjan le,

14 FEV 2018

## COMMUNIQUE

La fondation du Japon, en coopération avec le Ministère des Affaires Etrangères du Japon, organise un programme de langue japonaise intitulé «Japanese-Language Programs for Foreign-Service Officers and Public Officials 2018/2019», du **26 septembre 2018 au 24 mai 2019**, à Osaka.

Ce programme, entièrement financé par cette fondation, est destiné aux jeunes diplomates et cadres fonctionnaires, âgés de moins de 35 ans, susceptibles d'assumer des postes qui requièrent l'usage de la langue japonaise.

A cet effet, la Côte d'Ivoire est invitée à proposer un candidat.

Les fonctionnaires désireux de faire acte de candidature sont invités à renseigner le questionnaire y relatif et le transmettre à l'adresse électronique suivante : [eric.konan@aj.mofa.go.jp](mailto:eric.konan@aj.mofa.go.jp), au plus tard le **vendredi 23 février 2018**.

Pour de plus amples informations, les candidats pourront joindre l'Ambassade du Japon aux contacts téléphoniques ci-dessous :

20 22 17 90 ;  
22 21 28 63.



**OKA K. Séraphin**  
Administrateur



	<b>Term 1</b> 2018 Sep		Oct	Nov	<b>Term 2</b> Dec		2019 Jan	Feb	<b>Term 3</b> Mar		Apr	May
			Survival Japanese									
			Integrated Japanese (Starter)									
		Kana Kanji					Integrated Japanese (Elementary 1) Kanji				Integrated Japanese (Elementary 2) Kanji	
							Speech				Speech & Presentation	
									Formal Japanese News in Japan			
						Vocabulary for DLGL				Vocabulary for DLGL		
	Information Communication Technology											
	Tutorial											
	Required Subjects											

### Required Subjects

Lectures / Seminars / Workshops				
Official visits to ministries, organizations etc.				
Visits to museums, historical/cultural places, theaters, schools etc.				
Cultural activities ( calligraphy, kimono wearing, flower arrangement, tea ceremony, Aiki jujutsu, Japanese drum, etc.)				
Tokyo1	Kyoto	Hiroshima	Self-study trip	Tokyo2

Meeting people / Information Exchange  
(diplomats, public officials, business persons, local residents, students, etc.)

**Note:** The schedule is subject to change.

facilities in the Institute.

10. Each participant should respect the cultures, religions, and customs of the other participants in the spirit of tolerance. Participants must not cause any nuisance, disadvantage, or discomfort to other participants.
11. Participants should maintain friendly relations with the citizens of the neighboring community, and must not do anything that may cause nuisance to the community or disrupt public order.
12. Participants are not allowed to drive during the stay even in their free time.
13. Participants must not do anything that disrupts public order or brings dishonor to the Institute.



**Rules and Regulations for the Participants  
of the Japanese-Language Programs  
of the Japan Foundation Japanese-Language Institute, Kansai**

All participants of the Japanese-language programs of the Japan Foundation Japanese-Language Institute, Kansai (hereinafter referred to as "Participants"), must comply with the rules and regulations of the following 13 articles.

1. All participants must take part in group activities in the curriculum to ensure the smooth operation of the activities.
2. Participants must not absent themselves from a class or an activity in the curriculum in which they are enrolled unless there is an unavoidable reason. When they cannot avoid being absent, they must inform the educational or administrative staff in charge of the class or activity in advance (if not possible, as soon as possible after the class or the activity).
3. Participants must obey the instructions of the Director of the Educational Training section on matters related to their curriculum and the Institute's administration.
4. Participants must stay in the dormitory rooms of the Institute allocated to them.
5. The Institute curfew is 12 midnight.
6. Participants are not allowed to stay out of the Institute if you have a class the next day. On holidays, participants may stay out of the Institute for a few days, but must inform the Institute of their contact addresses two business days in advance.
7. Participants must use the facilities and equipment of the Institute with care. Participants will be liable for any damage caused by their improper use of the facilities and equipment, and they shall be requested to make compensatory payment for any damage, under the instructions of the Institute.
8. Participants must not let anyone enter the Institute except for the Hall, Main Lobby, and the cafeteria, without the Institute's permission. (In particular, it is strictly forbidden to let anyone enter the dormitory floors and dormitory rooms.)
9. Participants must comply with the rules and regulations of using the rooms and



confirmed with their acceptance of the terms and conditions set by the Japan Foundation.

The Japan Foundation provides participants who are nationals of the countries and areas shown in the following list with round-trip air tickets (economy class), meals (partly in the form of cash allowances).

Asia	Bangladesh, Bhutan, Cambodia, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Timor-Leste, Viet Nam
Oceania	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
Central and South America	Antigua and Barbuda, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, St. Lucia, St. Vincent and Grenadines, Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela
Europe (and former USSR)	Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Georgia, Kazakhstan, Kosovo, Kyrgyz, Moldova, Montenegro, Saint Helena, Serbia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan
Middle East and North Africa	Afghanistan, Algeria, Egypt, Iran, Iraq, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, Turkey, Yemen
Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, <u>Côte d'Ivoire</u> , Democratic Republic of Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Republic of the Congo, Rwanda, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe



## **(2) Understanding Japanese Society and Culture**

Activities such as lectures, discussion and seminars in English, visits, field trips, and cultural experiences will be organized in order to offer the participants opportunities to learn and become familiar with various aspects of Japanese culture and society. In order to participate in these activities, participants are required to have a functional command of English.

## **(3) Networking (Meeting People)**

The program provides opportunities to meet people such as diplomats, public officials, business people, and university students. The network built throughout the program will become a valuable asset for the participants. The common language for the communication is English.

## **5. Eligibility**

The Foreign Ministry (or its equivalent) and other public organizations of the countries and areas that are invited to apply to the "2018-2019 Japanese-Language Programs for Foreign-Service Officers and Public Officials" are eligible to nominate any of their staff members who fulfill, in principle, all of the following conditions. Note that applications must be completed and authorized by the organization, with approval by the personnel section, not by the individual who wishes to participate.

The nominee must:

- (1) be an officer of the Ministry of Foreign Affairs or its equivalent and a governmental or a public organization who is expected to be involved in policy planning in the future;  
Candidates who are expected to use their Japanese language skills for the following specific and limited services are not eligible for the program:
  - technical staff only for translating, interpreting
  - receptionist, information clerk
  - receiving and guiding Japanese speakers
  - assistant or secretarial work for Japanese speakers
  - lecturer including language instructor
- (2) be under the age of 35 at the time of application. Spouse or families are not allowed to accompany him/her.
- (3) have at least one-year working experience in his/her organization as of the starting day of the program(September 26th, 2018);
- (4) be expected to be assigned to a post in Japan or a Japan-related section; (those who are already assigned to a post in Japan at the time of application must be excluded);
- (5) hold a university degree or its equivalent;
- (6) be a total beginner or at an introductory level in the Japanese language.
- (7) be able to participate in the program for its entire duration;



## 12. Reason for applying to the program. 参加志望理由

I apply for this program because.....

## 13. How will the Japanese language be useful in your job? Please describe as specifically as possible.

自分の職務において日本語能力がどのように役立つか。できるだけ具体的に書いて下さい。

My work directly involves contact with Japanese people and .....

## 14. What specific ability in the Japanese language do you want to acquire or improve through the program?

どのような日本語能力をこの研修で習得したいか、具体的に書いて下さい。

I need to acquire better Japanese communication skills for .....

## 15. Experience of learning the Japanese language 日本語学習歴

☐ None 学習歴なし☒ Yes 学習歴あり

If YES; / 学習歴ありの場合、

Institution 機関 / Self-Study 独学	Period 期 間	Hours per week 週時間数	Textbooks 使用教材
XXX Institute	<u>Sep.</u> 2011 ~ <u>Apr.</u> 2012 (month) (year) (month) (year)	3 hours	Minna no Nihongo 1(Lesson 1-25 completed)
Self-Study	<u>Jan.</u> 2016 ~ <u>Dec.</u> 2017 (month) (year) (month) (year)	5 hours	Minna no Nihongo 2 Basic Kanji Book Vol.1
	_____ ~ _____ (month) (year) (month) (year)		

## Experience of taking the Japanese-Language Proficiency Test administrated by the Japan Foundation 日本語能力試験 (国際交流基金主催) 受験歴

☐ None 受験歴なし☒ Yes 受験歴あり (①2016 ②2017 ③\_\_\_\_\_ year 年, ①N5 ②N4 ③\_\_\_\_\_ level レベル/級, .

Score (if not passed) 点数(不合格の場合) ①\_\_\_\_\_ ② 60 ③\_\_\_\_\_ ,

Certification number (if passed) 認定書番号(合格の場合) ①N5\*\*\*\*\* ②\_\_\_\_\_ ③\_\_\_\_\_ )

Signature of the candidate 候補者署名 \_\_\_\_\_

Date 日付 \_\_\_\_\_, 2018

## 12. Reason for applying to the program. 参加志望理由

## 13. How will the Japanese language be useful in your job? Please describe as specifically as possible.

自分の職務において日本語能力がどのように役立つか。できるだけ具体的に書いて下さい。

## 14. What specific ability in the Japanese language do you want to acquire or improve through the program?

どのような日本語能力をこの研修で習得したいか、具体的に書いて下さい。

## 15. Experience of learning the Japanese language 日本語学習歴

☐ None 学習歴なし

☐ Yes 学習歴あり

If YES: / 学習歴ありの場合、

Institution 機関 / Self-Study 独学	Period 期 間	Hours per week 週時間数	Textbooks 使用教材
	____ ~ ____ (month) (year) (month) (year)		
	____ ~ ____ (month) (year) (month) (year)		
	____ ~ ____ (month) (year) (month) (year)		

## Experience of taking the Japanese-Language Proficiency Test administrated by the Japan Foundation 日本語能力試験 (国際交流基金主催) 受験歴

☐ None 受験歴なし

☐ Yes 受験歴あり ( \_\_\_\_\_ year 年, \_\_\_\_\_ level レベル/級,

Score (if not passed) 点数(不合格の場合) \_\_\_\_\_ ,

Certification number (if passed) 認定書番号(合格の場合) \_\_\_\_\_ )

Signature of the candidate 候補者署名 \_\_\_\_\_

Date 日付 \_\_\_\_\_



## 1. Name 氏名

In Roman alphabet ローマ字 (please use the same spelling as indicated in your passport)

Surname 姓 \_\_\_\_\_

Given Names 名 \_\_\_\_\_

2. Sex 性別 ☐ Male 男 ☐ Female 女 3. Date of Birth 生年月日

4. Nationality 国籍 \_\_\_\_\_

5. Email \_\_\_\_\_

(Day 日) (Month 月) (Year 年)

6. Home Address 住所 \_\_\_\_\_

Postal Code 郵便番号 \_\_\_\_\_

Nearest Airport 最寄空港 \_\_\_\_\_

Telephone 電話(Including the country code) \_\_\_\_\_

PHOTO

写真

(Taken within  
last 3 months  
3 か月以内に  
撮影のもの)

## 7. Academic Background 学歴

Institution 機関名	Location 場所	Period 期間				Major 専攻	Degree, diploma 学位
		____	____	~	____	____	
		(month)	(year)		(month)	(year)	
		____	____	~	____	____	
		(month)	(year)		(month)	(year)	
		____	____	~	____	____	
		(month)	(year)		(month)	(year)	

## 8. Professional Experience 職歴

Institution 機関名	Location 場所	Period 期間				Position 地位	Occupation 職種
		____	____	~	____	____	
		(month)	(year)		(month)	(year)	
		____	____	~	____	____	
		(month)	(year)		(month)	(year)	
		____	____	~	____	____	
		(month)	(year)		(month)	(year)	

## 9. Previous Stay in Japan 日本滞在歴

(period, purpose, grants received, if any 期間、目的、受けたグラントを明記のこと)

## 10. First Language (Mother tongue) 母語 \_\_\_\_\_

## 11. Experience in learning foreign languages other than Japanese 既習外国語 (日本語を除く)

Language 言語	Proficiency 能力			
English 英語	Excellent	Good	Fair	Poor
	<input type="checkbox"/> よくできる	<input type="checkbox"/> できる	<input type="checkbox"/> 少し	<input type="checkbox"/> できない
	English proficiency test score, if any 英語能力試験の成績・スコア (あれば)			
	TOEFL( )	IELTS( )	Other ( )	
.	Excellent	Good	Fair	
	<input type="checkbox"/> よくできる	<input type="checkbox"/> できる	<input type="checkbox"/> 少し	
	Excellent	Good	Fair	
	<input type="checkbox"/> よくできる	<input type="checkbox"/> できる	<input type="checkbox"/> 少し	

Signature of the candidate 候補者署名 \_\_\_\_\_

Date 日付 \_\_\_\_\_



この推薦書シートは、申請機関のしかるべき責任者が記入・署名すること。

*This SHEET must be filled in and signed by an authorized official of the applying organization.*

1. Reason(s) for recommending the candidate. 候補者推薦理由

2. Reason(s) for the candidate to take part in this program. 候補者が研修に参加する必要性

3. Requests concerning the training, if any. 研修に対して要望があれば、記入して下さい。

Name 氏名

Signature 署名

Date 日付



この推薦書シートは、申請機関のしかるべき責任者が記入・署名すること。

*This SHEET must be filled in and signed by an authorized official of the applying organization.*

**4. Prospects for the candidate's job after participating in this program. (Please check)**

研修参加後の候補者の業務について(該当する□に印をつけて下さい。)

**(1) What is the possibility of the candidate being appointed to a job for which Japanese-language ability is needed (such as a desk-officer in charge of relations with Japan, etc.) after participating in this program?**

研修参加後、候補者が日本語能力の必要な業務(対日関係担当部局等)に就く可能性はありますか。

- ☐ It is certain that the candidate will be appointed to such a job. / その種の業務に就くことが確実。  
☒ There is a high possibility that the candidate will be appointed to such a job. / その可能性が高い。  
☐ There is such a possibility in future, but it cannot be regarded as certain. / 将来可能性はあるが、確実とは言えない。  
☐ Such a possibility is not foreseen at the present. / 現時点ではその可能性は見込まれない。

**(2) [ONLY FOR FOREIGN-SERVICE OFFICERS PROGRAM CANDIDATES]**

**How great is the possibility that the candidate will be appointed to work in Japan?**

【外交官研修への申請の場合のみ回答】 候補者が日本勤務になる可能性はどのくらいありますか。

- ☐ It is already decided that the candidate will work in Japan. /すでに決まっている。  
If so, when will the candidate be assigned to the post? (Please describe) / その場合の時期

\_\_\_\_\_

- ☒ There is a high possibility that the candidate will work in Japan. / 可能性が高い。  
If so, when might the candidate be assigned to the post? (Please describe) / その場合の時期

The year of 2019 or 2020

\_\_\_\_\_

- ☐ There is some possibility that the candidate might work in Japan in the future, but it cannot be regarded as certain.  
/ 将来可能性はあるが、確実とは言えない。  
When will the candidate possibly be assigned to the post? (Please describe) / もしあるとすれば、いつごろか。

\_\_\_\_\_

- ☐ Such a possibility is not foreseen at present. / 現時点では可能性は見込まれない。

Name 氏名 Taro KANSAI

Signature 署名 \_\_\_\_\_ Date 日付 \_\_\_\_\_, 2018



**専門日本語研修（外交官・公務員）申請書**

**JAPANESE-LANGUAGE PROGRAMS FOR  
FOREIGN-SERVICE OFFICERS AND PUBLIC OFFICIALS  
APPLICATION FORM**

**KC-DLGL**

平成 30 年度用  
For Fiscal 2018-2019

**SHEET 1**

**COVER SHEET**  
申請書表紙

Check the program for which you apply. 参加を希望する研修プログラムに印をつけて下さい。

- ☒ Foreign-Service Officers 外交官  
☐ Other Public Officials 外交官以外の公務員

**Applying organization**  
申請機関

Name of the Organization 機関名 MINISTRY OF FOREIGN AFFAIRS, XXXX

Address 住所 3-14 Rinku-Port-Kita, Tajiri-cho, Sennan-Gun, Osaka 598-0093

Country 国名 REPUBLIC OF XXXX

Telephone 電話 +81-(0)1-234-XXXX

FAX +81-(0)1-234-XXXX

**Authorized representative of the applying organization**  
申請機関代表者

Name 氏名 Taro KANSAI

Position/Title 地位、職名 Director of Personnel Affairs Department

Signature 署名 \_\_\_\_\_ Date 日付 \_\_\_\_\_, 2018

**Nominated applicant (Candidate) for the program**  
研修参加候補者

Name 氏名 Ichiro OSAKA

Position/Title 地位、職名 Third Secretary



## 専門日本語研修（外交官・公務員） 申請要領

### JAPANESE-LANGUAGE PROGRAMS FOR FOREIGN-SERVICE OFFICERS AND PUBLIC OFFICIALS APPLICATION INSTRUCTIONS

KC-DLGL

平成 30 年度用  
For Fiscal 2018-2019

申請書は、この申請書類を発出した日本国在外公館に提出してください。日本国外務本省及び国際交流基金では、海外からの直接の申請を受け付けません。

The application must be submitted to the Japanese diplomatic mission office from which this document was dispatched, neither directly to the Ministry of Foreign Affairs of Japan nor to the Japan Foundation office.

#### 1. ABOUT THIS APPLICATION FORM

This application form is for the following programs of the Japan Foundation Japanese-Language Institute, Kansai:

Japanese-Language Program for Foreign-Service Officers  
Japanese-Language Program for Public Officials

This application form includes the following sheets.

- SHEET 1 COVER SHEET
- SHEET 2 RECOMMENDATION SHEET (1)
- SHEET 3 RECOMMENDATION SHEET (2)
- SHEET 4 CANDIDATE SHEET (1)
- SHEET 5 CANDIDATE SHEET (2)

\*\* Please note that applications cannot be returned.

#### IMPORTANT :

1) Read carefully the "2018-2019 Japanese-Language Programs for Foreign-Service Officers and Public Officials Guidelines" and be sure to make application with full understanding of the contents of the program.

2) The person to fill in the application form differs for each sheet, as explained in the following Article 2. Select the correct set of sheets, and fill in these sheets completely, with due signatures by the designated person.

#### 2. HOW TO FILL IN THE FORM

##### 1) SHEET 1, 2 and 3

SHEET 1, SHEET 2 and SHEET 3 must be filled in and signed by a representative or other authorized official of the applying organization, to which the candidate belongs, with consulting with personnel section.

##### 2) SHEET 4 and 5

SHEET 4 and SHEET 5 must be filled in and signed by the candidate him/herself.

#### 3. SUBMITTING APPLICATION

Please submit the application form to the Japanese diplomatic mission office from which this document was dispatched by . 2018.

#### 1. この申請書について

この申請書は、関西国際センターの専門日本語研修のうち、以下の 2 つの研修プログラムのための共通の書式です。

- －専門日本語研修（外交官）
- －専門日本語研修（公務員）

この申請書には次の用紙が含まれています。

- シート 1 申請書表紙
- シート 2 推薦書シート (1)
- シート 3 推薦書シート (2)
- シート 4 候補者シート (1)
- シート 5 候補者シート (2)

提出された申請書は返却できませんので、ご留意下さい。

#### 【重要】

1) 『平成 30 年度専門日本語研修（外交官・公務員）プログラム案内』をよく読み、研修プログラムの内容を十分に理解してから申請して下さい。

2) シートによって、記入者が異なります（後述 2.の説明を参照）。提出シートを正しく選び、もれなく記入の上、指示の通りに署名して申請書を完成させて下さい。

#### 2. 記入方法

##### (1) シート 1、2 及び 3

シート 1、2 及び 3 は、参加候補者が所属する機関の代表者、またはしかるべき担当役職者が、人事責任者にも相談の上、記入・署名してください。

##### (2) シート 4 及び 5

シート 4 及び 5 は、参加候補者本人が記入・署名してください。

#### 3. 申請書提出方法

2018 年 月 日までに、この申請書類を発出した日本国在外公館に提出して下さい。