



USAID
FROM THE AMERICAN PEOPLE



HUMAN AND INSTITUTIONAL CAPACITY DEVELOPMENT: INDONESIA

Long-term Training Application Contents and Instructions

This packet contains the following forms:

1. **Program Description** (2 pages): General Description and Eligibility Requirements, and Training Program Description. Please refer to the training program description when filling out the application and in writing the essay.
2. **Checklist for applicants** (1 page): Candidates must ensure that all necessary forms and supporting documents are submitted with the application, according to the checklist provided.
3. **Application form** (5 pages): Candidates are responsible for completing the application form and collecting all supporting documentation including transcripts and test scores.
4. **Candidate's Essays** (2 pages): Please follow the guidelines when writing the essays. There will be 2 essays of 1 page each. *The topics of the essays should be:*
 - a. **Essay 1:** *“What do you believe about how children learn and the conditions necessary for learning?”*
 - b. **Essay 2:** *How does the training program you wish to pursue relate to your background and career? What new changes and contributions do you hope to introduce in your field upon completion of the program? How will the program contribute to the position you will assume upon your return home?*
5. **Three recommendation forms** (2 pages each): Each to be completed by the candidate's present employer, or community service organization if currently not working (e.g. if you have performed voluntary work/service at an NGO, youth club, municipal project, etc.), and university instructors. Recommendations are to be submitted in sealed, and signed envelopes.
6. **Curriculum Vitae:** Candidates are required to submit their CV, which may be in a format of their choice.
7. **Nomination letter:** Candidates are required to submit a nomination letter signed and stamped by their current employer (or by a community service organization if currently not working) in a sealed envelope.

PROGRAM DESCRIPTION HUMAN AND INSTITUTIONAL CAPACITY DEVELOPMENT: INDONESIA

The U.S Agency for International Development Mission to Indonesia, and the Academy for Educational Development announce the availability of training for eligible women and men to support the development of future leaders in Indonesia in the sector of Education.

Candidates must have strong potential for leadership and a demonstrated commitment to the needs of the Indonesian community. They must present a plan of how they will use the training upon return and how they expect to make significant contributions to the stabilization and growth of their home economy and society. It is preferable that potential candidates be nominated by their current employer (whether in the private, public or NGO sectors) or their academic institution.

General Eligibility Requirements:

1. Candidates must be citizens of Indonesia.
2. Candidates may not be employed by USAID, have salary paid by USAID, or be an employee of USAID contractors or grantees.
3. Candidates must have at least five pre-retirement years remaining with their organizations after completion of study.
4. Candidates must provide evidence of English ability. The following tests scores may be submitted as evidence: TOEFL, ITP TOEFL, IELTS. For degree training in the U.S., applicants must provide official TOEFL scores before departure. Official TOEFL tests are given at the Indonesian International Education Foundation, telephone: 8317330, email: testing@iief.or.id. For more information, please contact AED.

Completed application Forms and other required documents must be received by AED at the address below by **15 November 2008**.

**Academy for Educational Development (AED)
Wisma Nugra Santana lantai 16
Jl. Jend. Sudirman kav. 7-8
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