

Procedure of Making an Official Request for Japan Overseas Cooperation Volunteers (JOCV)

To make an official request for JOCV, the following process is required;

1. Application Form
A 3-page application form will be provided from JICA Zimbabwe Office either printed or electronic format.
 - Please make sure that you have all necessary information.
 - Please make a photocopy for your future reference.
2. Request Letter
Once the application form is completed, a request letter is required to be sent to your parental ministry together with the application form.
 - Please also send a copy of the request letter together with the application form to JICA Zimbabwe Office, attention “coordinator”.
3. Follow Up (Confirm if the Ministry submits its official request to JICA)

JICA on behalf of the Government of Japan shall be responsible for the following:

1. Training both in Japan and in Zimbabwe
 - 3-month training of English language and others in Japan
 - 1-month training of language (Shona/Ndebele) and culture in Zimbabwe
2. Travel expenses between Japan and the recipient country (Zimbabwe)
3. Living allowances during their service in the recipient country (Zimbabwe)
4. Minimum essentials (such as work clothes, equipment and materials) required for the performance of volunteers' duties
5. Medical and life insurance coverage

The Recipient Government and the institution where the volunteer is attached will provide the following:

1. Adequate housing (accommodation) including furniture and other basic items
2. Provide travel and subsistence allowances related to the activity
3. The Requesting agency is required to appoint a suitable counterpart (C/P) personnel among their staff once they have decided to apply for a JOCV
4. The C/P should be the person in charge of the project they wish the JOCV to support
5. C/P responsible to continue JOCV efforts after their going back to Japan
6. Take care of JOCV's welfare while in service