

## VI. ANNEX:

### JOB REPORT

Following is the format of Job Report. Nominees are kindly requested to formulate and submit it together with Application Form. This report will be used for screening purpose.

\*It is kindly required to be computer-printed in English, summarize on A4 size paper at maximum of three (3) pages

<b>1. Full Name</b>	[Family]	[First]	[Middle]
<b>2. Country</b>			
<b>3. Education &amp; Job record</b> (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title	
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#### 4. Job description (Please describe as clearly and concisely as possible)

##### 4-1. Description of your organization

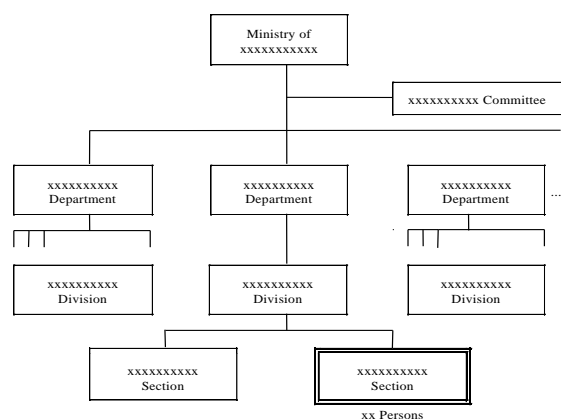
##### (1) Roles and responsibilities of your organization

##### (2) Organization Chart

Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)

##### 〈Organization Chart Example〉



**(3) Outlines of the current situation of regional development, especially product development / promotion (Existing and potential products, existing and potential market, etc.)**

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**(4) Major problems and caused consequences that your region currently face in product development / promotion**

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#### **4-2. Description of your job in your organization**

##### **4-2-1. Present Job (Ask your superior to confirm what you wrote)**

<b>(1) Position</b>	
<b>(2) Main actual activities and their objectives</b>	
<b>(1) Related person or organization in activities</b>	
<b>(2) Constraint / disincentive in performing of your job</b>	
<b>(3) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)</b>	
<b>(6) Results (or expected effects) emerged through countermeasures in (5)</b>	

**Thank you for your kind cooperation.**