

Guidelines for JRP's On-the-Job Training Project (OJTP)

(To be attached with the JRP Application)

The starting point for the On-the-Job Training Project of each JRP will be the OJT proposal submitted by each JRP along with their application to join the project. The MRCS advertises a list of the available on-the-job project assignments with the MRCS programmes when the opportunities for each Batch of JRPs are advertised. Interested candidates should review the list of projects carefully and conduct detailed research on the MRC website www.mrcmekong.org to develop a clear understanding of the work of the various Programmes and Sections of the MRC. Having decided on the most interesting and the most suitable OJT project, each candidate will prepare a short concept note to describe that project that s/he wants to carry throughout during the period of JRP assignment at the MRC Secretariat. The concept note should emphasize on what skills, knowledge and hands-on experience you want to gain from the JRP Project and how you would apply them back at your organization. During the first two months of the project, you will have ample opportunity to further develop your plan of action with technical assistance from the Project Team.

Outline for JRP's OJT project proposal

Background information (Maximum 1 page)

- Your name, position, organization and country
- Please inform us briefly about the type, history, vision, mission, goal, leadership, management, personnel, financial resources, etc. of your organization.
- Who are the clients of your organization? What about the services provided to them?
- Please describe briefly your position, tasks, responsibilities, available resources, your specific experiences and qualifications, etc.?

OJT Project Proposal (Plan of Action – Maximum 2 pages)

Please Identify your first choice OJT Project from the list of Projects Advertised by MRCS

The Topics to Cover in Your Proposal Are:

- Brief description of how the project would be undertaken during your participation in the JRP assignment.
- Please indicate how your current skills and experience will contribute to the selected OJT project
- List down specific skills, knowledge and hand-on experience you want to have during your participation in the JRP assignment.
- Describe how you would apply what you learned when you return to your home organization.