

# الجمهورية الجزائرية الديمقراطية الشعبية

## République Algérienne Démocratique et Populaire

Ministère de l'Enseignement Supérieur  
et de la Recherche Scientifique

Direction de la Coopération et des  
Échanges Interuniversitaires

N° : 413 /D.C.E.I.U/ 2015

Alger, le 18 AOUT 2015

### Madame et Messieurs les Présidents des conférences régionales universitaires

**Objet :** Programme de formation intitulé ( Hubert H.Humphrey Fellowxship).

**P.J :** Programme et critères.

Le Ministère de l'enseignement supérieur et de la recherche scientifique est rendu destinataire d'une offre de bourse au titre de l'année universitaire 2016-2017, transmise par l'Ambassade des Etats-Unis d'Amérique à Alger et émanant de la Fondation Américaine Hubert H.Humphrey Fellowxship.

Ce programme de formation d'une durée de neuf mois concerne les personnels d'encadrement des administrations, ayant une expérience de plus de cinq ans.

Je vous prie de procéder à la diffusion de cette offre auprès des établissements de formation supérieure relevant de votre région et d'inviter ces derniers à faire parvenir à la direction de la coopération et des échanges interuniversitaires les candidatures dûment sélectionnées par les organes compétents en la matière.

Toute action de formation à l'étranger doit être inscrite sur les plans de développement des établissements.

Outre les critères de sélection d'admissibilité au programme de formation résidentielle à l'étranger, les candidats doivent être présélectionnés sur la base de :

Avoir une très bonne maîtrise de la langue anglaise, être universitaire

Le document joint en annexe, précise les étapes à suivre pour postuler à cette formation.

La date limite de dépôt des dossiers de candidature en ligne est fixée au 06 septembre 2015



Parfaite Considération

## **Fields of Study Descriptions**

### **Agricultural and Rural Development**

Suitable candidates include individuals from the public sector, non-governmental organizations, and business focused on agricultural and food system development and/or rural development. The field includes, but is not limited to, the following areas of specialization: food security, sustainable farming systems, agricultural research, extension management, agricultural marketing and value-chain management, post-harvest technology and food safety, trade and food policy, and rural livelihood enhancement.

### **Communications/Journalism**

Appropriate candidates include those using electronic, mass media, and telecommunications to facilitate national development in the areas of agriculture, health, family planning, nutrition, and education. These individuals might manage the aforementioned media strategies for non-governmental organizations or for state-run media. Journalists engaged in public affairs reporting, magazine and feature writing, and interpretive writing on social issues and international affairs are also suitable.

### **Economic Development**

This field may be interpreted very broadly. Suitable candidates include policy makers and administrative managers focusing on contemporary development issues including population growth, agriculture and industrial development, poverty and income distribution, labor markets, and foreign trade. Individuals who are working in the fields of sustainable development and micro-finance in the public or private sector are also appropriate.

### **Educational Administration, Planning and Policy**

Individuals who are contributing to national or regional education planning, policy development and implementation make good candidates. University professors with an exclusively academic focus are not suitable; however, university professors in administrative or policy-making positions are eligible. Candidate profiles also include those focused in the more technical areas of education: curriculum development, instruction and learning assessment techniques, program design and adult learning, teacher training, and the use of technology in higher education. These individuals may be teachers if they also have additional responsibilities in the areas above.

### **Finance and Banking**

Suitable candidates include individuals who are involved in the management of financial institutions, the regulation of depository institutions and securities, transnational lending and trade financing, or public-private partnerships. Corporate financial managers and analysts are appropriate if they are interested in and able to convey how their work will impact the development of the country. Individuals in this field are not suitable for the Humphrey Fellowship Program if they are primarily concerned with expanding a corporate entity's market share.

### **Higher Education Administration**

This field of study is intended for individuals who devote a significant portion of their professional life to policy formation, strategic decision-making, planning and management in higher education. Individuals holding administrative or policy-making positions at institutions of higher education, non-profit organizations or government ministries are eligible. Suitable candidates also include those focused on functional areas of higher education, such as curriculum design techniques for instruction and learning assessment, vocational and life-long learning programs, and areas of higher education administration such as financial management, student affairs, academic affairs, business affairs, recruitment and admissions, development and alumni relations, and the use of technology in higher

education. These individuals can be faculty at institutions of higher education if they also have significant responsibilities in the areas listed above.

### **HIV/AIDS Policy and Prevention**

Physicians, health educators, communication specialists, and policy analysts who are interested in HIV/AIDS policy, treatment and prevention are appropriate candidates for this field. Candidates with a primary focus on clinical treatment are not appropriate.

### **Human Resource Management**

The most suitable candidates in this field are those individuals dealing with institutional change and setting personnel policies and procedures. These might be human resource managers or individuals from various fields who have been charged with re-organizing a department or ministry, for example.

### **Law and Human Rights**

Attorneys, judges, and human rights activists are the most suitable candidates in this field. The range of law specializations is far reaching; some of the more common include: constitutional, criminal, business, civil rights, family/child, alternative dispute resolution, international humanitarian, international trade, international business, intellectual property, and telecommunications law. Individuals engaged in legal and judicial reform and the administration of justice also are appropriate candidates.

### **Natural Resources, Environmental Policy, and Climate Change**

Natural resource and environmental managers are appropriate candidates for this field. Policy makers working on the protection of natural resources, water quality, pollution control, land use, conservation, and environmental impact assessment are also suitable. Climate change is a critical emerging field open to professionals working in a range of disciplines, including policy development, clean technologies, carbon management, and response planning or adaptation to new climate patterns.

### **Public Health Policy and Management**

Physicians, clinicians with management responsibilities, health educators, and other practitioners with policy-making responsibilities in this field are suitable candidates. Past Fellows' interests have included: management of public health care organizations, health care delivery through community-based organizations, reproductive, adolescent and child health, and epidemiology in public health practice. Candidates who are primarily practitioners in their field are not appropriate. For example, dentists whose program goals are to be more effective dentists in a clinical setting are not appropriate candidates for the program. Instead, dentists or other practitioners who are interested in acquiring skills and knowledge to become better administrators of public health programs, which might, for example, promote health education in their community or country, would be a better fit for the program.

### **Public Policy Analysis and Public Administration**

This field may be interpreted very broadly. Policy issues that past Fellows addressed have included: regional economic and workforce development planning; public management and leadership; financial management in public and non-profit organizations; poverty and inequality; gender; public finance and revenue administration; domestic and foreign development policies; political transition to market-based democracy; planning and the global knowledge economy; and private sector development.

### **Substance Abuse Education, Treatment and Prevention**

Appropriate candidates for Fellowships in substance abuse education, treatment and prevention include mid-level researchers, research managers and policy makers in universities, drug abuse prevention or treatment programs, nongovernmental organizations, government ministries, healthcare professions, or other drug abuse-related occupations. Although candidates who hold a doctoral degree in medicine, health, biomedical, behavioral or social science will be preferred, candidates holding a master's degree and who have substantial professional experience and/or background in research will also be considered. Policy makers without a research background will be considered if they demonstrate an interest in learning how to understand and apply research about drug abuse. Law enforcement candidates are not eligible unless they are qualified to participate on a program based in a school of public health and propose programs of study focused on drug abuse research, education, treatment and prevention, or demand reduction, as opposed to interdiction policies.

### **Teaching of English as a Foreign Language**

Appropriate candidates include teacher trainers and master teachers in the field of Teaching English as a Foreign Language if they are interested in teacher training, curriculum development, and methodology.

### **Technology Policy and Management**

Network administrators, engineers, and urban planners involved in formulating technology policy and planning and managing technological change and systems are suitable candidates in this field. Officials in the Ministry of Education and educators who teach technology and science in higher education institutions and can demonstrate leadership in curriculum development or administration in this field are also appropriate candidates.

### **Trafficking in Persons Policy and Prevention**

Candidates include foreign government officials, NGO activists, and media specialists who are focused on anti-trafficking issues. Humphrey Fellows can focus in areas of public administration, NGO administration, law and human rights, social work, communications and journalism, and public health as applied to anti-trafficking program management and policy-making.

### **Urban and Regional Planning**

Appropriate candidates for this field include architects, engineers, planners, urban designers, urban economists and sociologists, and historic preservation specialists. The field of Urban and Regional Planning should be broadly interpreted to include the following: urban infrastructure, transportation policy and planning, water and sanitation, town and rural planning, land use and urban design, housing and real estate development, international and comparative planning, environmental protection and planning, ecological land development, public policy, social policy, urban redevelopment policy, economic development and planning, regional economic integration, economic conversion, urban finance management, and urban spatial analysis using geographic information systems.



**APPLICATION FOR ADMISSION TO THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL DEVELOPMENT IN THE UNITED STATES**

**8**

**CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER**

**This letter of reference must be written by the applicant's current supervisor in his/her professional position. If this letter is not written in English, an accurate translation must be attached.**

Name of Applicant \_\_\_\_\_

Country of Residence \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Title of Evaluator \_\_\_\_\_

Organization or Employer \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Your Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PROGRAM DESCRIPTION**

The Humphrey Fellowship Program provides mid-career professionals from designated countries around the world with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. Government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. Please evaluate the applicant in comparison with other professionals whom you have known during your career.

**Knowledge of Field** - (has substantial educational background and/or relevant experience that applicant can build upon during Fellowship.)

**Work Habits** - (takes initiative, is self-motivated, defines goals demonstrates achievement.)

**Seriousness of Purpose** - (is committed to making a difference/ impact in his/her professional field.)

**Commitment to National Development** - (is dedicated to addressing the development needs of his/her country.)

**Resourcefulness and Initiative** - (is able to identify needs and seek out resources in order to address those needs.)

**Emotional Maturity** - (functions in a sensible manner. Takes responsibility for actions.)

**Adaptability to New Situations** - (demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings.)

**Leadership Qualities** - (demonstrates potential in providing direction and guidance to others in order to achieve goals.)





APPLICATION FOR ADMISSION TO THE  
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TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service. (Your comments should be continued on a separate sheet if more space is needed.)

Please return directly to the Selection Committee in the applicant's country or to the Cultural Affairs Officer of the U.S. diplomatic mission in the applicant's country. Under no circumstances should this letter of reference be returned to the applicant.

NOTE: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.



**APPLICATION FOR ADMISSION TO THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL DEVELOPMENT IN THE UNITED STATES**

**9**

**CONFIDENTIAL LETTER OF REFERENCE**

**This letter of reference must be written by a professional mentor, professor, or other associate outside the candidate's current work setting. Personal friends or family members are NOT acceptable references. If this letter is not written in English, an accurate translation must be attached.**

Name of Applicant \_\_\_\_\_

Country of Residence \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Title of Evaluator \_\_\_\_\_

Organization or Employer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

If Other, please specify \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

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TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

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Please return directly to the Selection Committee in the applicant's country or to the Cultural Affairs Officer of the U.S. diplomatic mission in the applicant's country. Under no circumstances should this letter of reference be returned to the applicant.

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2016-2017

**HUMPHREY FELLOWSHIP PROGRAM**

The Humphrey Fellowship Program provides young and mid-career professionals from designated countries in Africa, Asia, Latin America, the Caribbean, the Middle East, Europe and Eurasia with an opportunity to enhance their professional capacities through participation in specialized 10-month non degree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities.

The Humphrey Program was launched in 1978 to honor the memory and accomplishments of the late U.S. Senator and Vice President, Hubert H. Humphrey.

**PROGRAM OBJECTIVE**

During their year-long stay at a host American university, Humphrey Fellows are invited to take graduate courses relevant to their professional interests. However, as the Humphrey Fellowship is not a degree program, participants spend a considerable portion of their time engaged in professional development activities including: consultations and affiliations with U.S. faculty and experts, field trips, workshops, research projects and the development of practical useful strategies that could be applied in the Fellows' home countries.

**GENERAL INFORMATION****FIELDS OF STUDY**

The Public Affairs Office of the U.S. Embassy in Algiers offers to qualified Algerians Humphrey Fellowship opportunities in the following fields:

Agricultural and Rural Development  
Communications/Journalism

Economic Development/Finance and Banking  
Educational Administration, Planning and Policy  
Human Resource Management  
Law and Human Rights  
Natural Resources, Environment Policy, and Climate Change  
Public Health Policy and Management  
Public Policy Analysis and Public Administration  
Technology Policy and Management  
Urban and Regional Planning  
Trafficking in Persons Policy and Prevention  
Higher Education Administration  
Teaching of English as a Foreign Language  
HIV/AIDS Policy and Prevention  
Substance Abuse Education, Prevention, and Treatment

**\*Note:**

Candidates must have either a research background in the field or demonstrated ability to learn the results and policy implications of current research. The candidates should be recruited and ranked together with candidates in other fields, and must complete the supplementary field-specific page of the Humphrey application for this topic area.

**GENERAL FELLOWSHIP REQUIREMENTS:**

Candidates must hold at least a first-level university degree (equivalent to a B.A. or B.S.) to enable them to undertake graduate level study in the U.S.;

Candidates must be proficient in English as measured by the Test of English as a Foreign Language (TOEFL), with a minimum score of 71 on the Internet-based test (IBT);

Humphrey Fellows are expected to be resourceful and display initiative. Their applications should indicate how they and their home institutions and countries could benefit from experiences to be acquired under the program;

**SPECIFIC ELIGIBILITY REQUIREMENTS**

**PROSPECTIVE APPLICANTS MUST:**

- Be residents and citizens of Algeria
- Be a graduate of an accredited university and hold a Bachelor's degree
- Have five years of substantial professional experience
- Show leadership ability and broadly defined commitment to public service

- Be proficient in English
- Be committed to returning to Algeria after completing the program

**THOSE INELIGIBLE FOR CONSIDERATION INCLUDE:**

- recent university graduates (even if they hold significant positions)
- university teachers with no management or policy responsibilities, except for teachers of English as a Foreign Language and specialists in drug abuse prevention and treatment
- Individuals who have attended a graduate school in the U.S. for one academic year or more during the seven years prior to the date of application
- Individuals with recent U.S. educational or work experience (more than six months during the five years prior to the date of application)

**PROCESS AND SELECTION CRITERIA**

The Humphrey Fellowships are highly competitive, and applicants must fulfill the eligibility criteria outlined above. After a pre-selection process by the Selection Committee, which is composed of Embassy Officials and Algerian former awardees who have completed their studies and are now engaged in various endeavors in their country. The names of selected applicants are then sent to the J. William Fulbright Foreign Scholarship Board (FSB) in Washington, D.C for final approval. Candidates who meet the above criteria are encouraged to fill out the Embark online application at:

<http://apply.embark.com/student/humphrey/fellowship/>

**Note:** Once completed the application should be sent with the following documents:

- scanned copy of Diploma along with its translated version;
- Online application on Embark:  
<https://apply.embark.com/student/humphrey/fellowship/93/>
- Letters of recommendation (3);

- TOEFL score report of a minimum of 71 of TOEFL IBT;
- Academic transcripts in the original version and English-language translated versions;
- Work of experience of minimum of 5 years (copy of work certificates in the original version and English language translated version);
- Resume

**Note:** all the supporting documents must be uploaded through the Embark system.

The deadline to submit online applications is set for September 6<sup>th</sup>, 2015

**ADDITIONAL INFORMATION:**

For any additional information please contact the Public Affairs Office of the United States Embassy at: [ouhenianx@state.gov](mailto:ouhenianx@state.gov).



**The Hubert H. Humphrey Fellowship Program**

A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

**PROGRAMME DE BOURSE HUBERT H. HUMPHREY  
2016-2017**

Fondé en 1978 à la mémoire du Sénateur et Vice Président Hubert H. Humphrey, ce programme est parrainé par le Département d'Etat, Bureau des Affaires Educatives et Culturelles.

La bourse est destinée à des candidats du secteur public ou privé dans les domaines suivants: la communication et le journalisme, la gestion des ressources naturelles et de l'environnement, l'administration publique et l'analyse de la politique publique, la gestion des ressources humaines, la politique et la gestion de la technologie, le développement économique et agricole, la planification de l'éducation, la politique et la gestion de la santé publique, la prévention et les recherches relatives à l'utilisation des stupéfiants, les finances et les opérations bancaires, la planification urbaine et régionale, le droit, la société civile, les droits de l'homme et le développement démocratique, la politique et le traitement du HIV/SIDA et la prévention du trafic des personnes humaines.

La bourse est accordée pour neuf mois d'études et le programme est conçu individuellement, combinant des études universitaires et une formation pratique, liées à la profession et au domaine de chacun des boursiers. Ceux-ci sont assistés par l'Institut International pour l'Education (IIE) pour élaborer leur programme de formation. Le programme comprend des cours, des projets indépendants entrepris avec l'aide de conseillers, des séminaires, des visites sur le terrain, la participation à des réunions professionnelles, des consultations et des stages dans des agences fédérales ou des organismes privés.

L'objectif du programme est d'établir des relations durables entre des cadres américains et étrangers et favoriser ainsi des échanges susceptibles de promouvoir une meilleure connaissance et une compréhension mutuelle entre les Etats-Unis et les pays en développement.



**Critères d'éligibilité :**

- Cadres du secteur public ou privé, ayant une expérience professionnelle d'au moins cinq ans, qui s'emploient à promouvoir le développement économique et social de leur pays.
- Cadres ayant un solide bagage universitaire (de préférence un diplôme de post-graduation), un bilan remarquable de réalisations professionnelles et une carrière au cours de laquelle ils se sont vu confier des responsabilités croissantes et ont fait preuve de qualités de commandement.
- Cadres qui participent à l'élaboration et à la conception de la politique du secteur dans lequel ils travaillent (plutôt qu'à la recherche ou la production).
- Cadres ayant eu très peu ou pas du tout de contact avec les Etats-Unis.
- Cadres ayant une bonne maîtrise de l'anglais : les candidats devront subir obligatoirement les épreuves du TOEFL IBT (Test of English as a Foreign Language - Internet-based test - IBT).
- Etre titulaire de la nationalité algérienne et résident en Algérie

**Note :** ce programme ne conduit pas à l'obtention d'un diplôme.

**Financement :**

La bourse Humphrey couvre les frais de transport international et intérieur, les frais de scolarité et les livres. Une allocation mensuelle d'un montant allant de 1,500 à 2500 dollars (dépendant du niveau de vie de la région où se trouvera le boursier) est accordée au boursier pour subvenir aux frais de logement et de vie quotidienne. Aucune subvention n'est prévue pour la famille du boursier.

**Dossier :**

- Formulaire à remplir en ligne sur le lien suivant:

<http://apply.embark.com/student/humphrey/fellowship/>

- Résultat du TOEFL (Un score minimum de 71 pour le TOEFL IBT est requis)
- Trois lettres de recommandation
- Copies de diplômes et relevés de notes de tout le cursus universitaire ainsi que la

traduction en anglais de ces documents.

-- Curriculum vitae détaillé

**Note :**

Tous les documents sus- mentionnés doivent être transférés via le système Embark avec le formulaire en ligne.

**La date limite de dépôt des dossiers en ligne est arrêtée au 6 septembre 2015 avant 1700 heures.**

Les candidats pré sélectionnés doivent prévoir de se rendre disponibles pour passer un entretien au siège de la section des affaires publiques. La sélection finale sera faite aux Etats-Unis et les résultats de sélection seront annoncés dans le courant du mois de février ou mars 2015.

**Note : Il ne sera répondu qu'aux candidats retenus.**

Pour de plus amples renseignements, veuillez contacter Mademoiselle Nadia Ouhenia à l'adresse courriel : [ouhenianx@state.gov](mailto:ouhenianx@state.gov).

Les institutions concernées par les tests du TOEFL IBT sont les suivantes:

In-Tuition School  
Cite Said Hamdine  
(à côté de l'hôtel d'Hydra)  
Hydra  
Alger  
Tel: 021-54-65-66 a 67/0770-94-94-98

Universal Language Center (ULC)  
Rue Abane Ramdane  
Constantine  
Tel: 031-91-15-21

Sibawaih Oran  
Gambetta  
Oran  
Tel: 041-53-27-87/0770-32-07-79