

7. 資格要件／身体条件 Qualification/Physical Requirements

1. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such work experience, possession of Masters Degree in a related field may qualify him/her at 1-6 level.
2. Technical knowledge for work estimation and field supervision procedure on construction and maintenance in the Architectural, Electrical and/or Mechanical field.
3. Knowledge of repair, maintenance and construction of building and facilities services.
4. Skill in communicating effectively with managers, external/internal customers, and subordinates to perform the work input & control programming manager function.
5. Skill in operating Maximo & analyzing data observed in/downloaded from Maximo.
6. Skills in operating computer such as AutoCAD, MS Word, Excel & PowerPoint.
7. Ability to lead subordinates as a team leader.
8. Ability to analyze, evaluate reports and provide appropriate advice to managers, external/internal customers, and subordinates to improve productivity in a timely manner.
9. Ability to speak, read and write English at average proficiency level (LAD-2).

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

Production Control Specialist, #389, BWT1-5

1. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.
2. General knowledge for work estimation and field supervision procedure on construction and maintenance in the Architectural, Electrical and/or Mechanical field.
- 3.-4. & 6.-9. are same as above.

Handicapped applicants may be accepted depending on the degree and kind of disability.

英語力 English Language Proficiency : 必要なし None 初級 Basic 中級 Intermediate 上級 Advanced 特段の能力 Exceptional

学歴 Educational Background : See Block 7 | 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives" <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書 の写し Copy of Certificate of educational background <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Anything to certify English Proficiency (Copy) <input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
募集部隊担当 Activity POC: NAVFAC FE, PWD Sasebo, Financial/Admin Svc Div ☎ (内線/Extension) 252-3411	〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City CNRJ, HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) ☎ 0956-50-3656/3660 (DSN: 252-3656/3660)	PD No.: FEC-PRS311-062 PD is accurate and current. Certified by Activity: mya 6/29/15 HRO: (rcvd: 6/29) tm 7/2 rcvd: 7/30 tm 7/30

外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2-3-0 電話 : 0956-34-8609

(受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)

又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)

Sasebo Public Employment Security Office "HELLO WORK": 2-30 Inari-cho, Sasebo

Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)

On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部

〒 857-0056 佐世保市平瀬町 3-1 (電話 : 0956-23-7191 FAX : 0956-23-9229)

受付時間 : 午前 9 時 ~ 午後 5 時 ; 月曜日 ~ 金曜日 (祭日を除く)

Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX : 0956-23-9229)

Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1階、正面出入口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の 16 時(午後 4 時)までにしてください。Job applications may be dropped in the designated HR "Drop Box" located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。Forms for application are available for download on our web site. Please submit update application.

(https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記 : 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。