佐世保基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	167-2015-CFAS FRD-SA(002)
募集締切日: Closing Date	8 Jan 16 1st cut off: 12/28/15
発行日: Date of Issue	14 Dec 15

1.職種名 Job title **(等級** Grade 3 **／語学等級** LD 0 **)**

Janitor, #2065

採用可能な下限等級　Acceptable trainee level: N/A

☐ 事務系 Administrative　☒ 技能系 Blue Collar Trade　☐ 保安系 Security　☐ 医療系 Medical

募集人数 No. of Recruitment: 2 名

2.部隊 Activity:
CFAS Fleet Readiness Department (Galaxies)

勤務場所 Working Place: 佐世保市平瀬町　Hirase-cho, Sasebo-city

3.勤務時間 Work Schedule **(週** 30 **時間制** hrww **)**
勤務日 Work Days: Mon-Sun, Including Holidays
勤務時間・休憩 Work Hours/Recess Period: 6 hrs between 0730-0130/1 hour recess in case of over 6-hour work a day
☒ 夜勤 Night Shift　☒ 残業 Overtime　☐ 出張 Business Travel

4.募集範囲 Area of Consideration (AOC)
☒ I. 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity
☒ II.現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☐ III.現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☒ IV.外部 Off Base Applicant

5.雇用の種類 Type of Employment
☐ MLC
☒ IHA　☒ HPT
☐ 常用 Permanent
☐ 限定 Limited Term **(** __ヵ月 Months **)**
時給¥860

6.職務内容 Duties:
1. Sweeps, Mops, Waxes and polishes floors, using mops, cloths, brushes, brooms and cleaning solution and, if necessary, other equipment including vacuum cleaners and/or polishes dust, waxes and polishes brass fitting, furniture and fixture empties waste baskets clean ash trays, cleans light bulbs, blinds and radiator pipes, cleans and replenishes supplies in washroom.
2. Washes windows, maintain outside appearance of facility such as keeping parking lots free of litter, emptying trash receptacles, washing down patios and keeping patio foundation clean and maintained. Replace burned out light bulbs, opens and shuts windows, blinds.
3. Performs heavy janitorial work, such as moving heavy and or bulky packages, furniture or trash containers.
Drives US government van to various locations at the main base and Hario Housing to pick up/deliver supplies, etc.
4. Performs other related or incidental duties as assigned. (Coin harvest on Monday and Friday)

7.資格要件／身体条件　Qualification/Physical Requirements
1. Must have a customer service oriented and be able to work with others.
2. Must be physically fit to perform assigned duties and have strong sense of responsibility.
3. Must have GOJ ordinary driver's license. (A/T limited is not acceptable.)
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
☒ **空席応募用紙** Application for Vacancy Announcement　(HROY Form 1) (☐ 日本語で Japanese　☒ 英語で English　☐ どちらでも Either) ☐ **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) ☒ 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" ☒ 運転免許証の写し Copy of GOJ ordinary Driver's License (A/T limited is not acceptable.) ☐ 修了証／証明書の写し Copy of Certificate ☐ 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy) ☒ 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.) 1 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	

9. 応募書類提出先　Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。　Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目４番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先：
〒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
内線/Extension　252-3656/3660
受付時間 Operating Hours：0800 - 1600

Current MLC/IHA Employees must submit to:
〒857-0056
Hirase-cho, Sasebo City
CNRJ HRO Sasebo Satellite Office
MLC/IHA Employment Branch, Bldg# PW47

2. 外部応募者（非従業員）提出先：
〒 857-0056
佐世保市平瀬町 3-1
独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
電話番号 Phone：0956-23-7191
受付時間：午前 9 時 － 午後 5 時、月曜日 － 金曜日（日本の祭日を除く）
Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

Off Base Applicants must submit to:
〒 857-0056
3-1 Hirase-cho, Sasebo City
Labor Management Organization, Sasebo Branch

10. 事務処理欄 For Official Use

募集部隊担当　Activity POC :		軍電 (DSN)　252-2904
PD No.: CFAS-N925-017-PT	PD is accurate and current.　Certified by Activity:	HRO: (rcvd:12/8)　tm 12/9

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、正面出入り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 updated application.
(https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

****時給制臨時雇用従業員 (HPT) 雇用について****
****HPT-Hourly Pay Temporary (HPT) Employment****

契約期間：　1 年を越えない期間（その後更新される事もある）
Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)
交通費支給。Commutation allowance will be paid.
勤務時間が週２０時間以上の場合は雇用保険の加入、週３０時間以上健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.
勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。
Work place, hour, and rest day may be changed due to operational requirements.

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。

Rev: 12-4-15