佐世保基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	**88-2016-USNH-SA(001)**
募集締切日: Closing Date	**9 Aug 16**
発行日: Date of Issue	**27 Jul 16**

1.職名、職番、給与表 Job title, Job No. & Basic Wage Table (BWT):

Translator, #227

目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-4, 語学能力級 LPL-4

採用可能見習い等級／語学能力級 Acceptable trainee level: N/A

☒ 事務系 (BWT-1) Administrative
☐ 技能系 (BWT-2) Blue Collar Trade
☐ 保安系 (BWT-3) Security
☐ 医療系 (BWT-5, 6) Medical

募集人数 No. of Recruitment: 1 名

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

2.部隊 Activity : U.S. Naval Hospital, Yokosuka, Naval Branch Health Clinic, Sasebo

勤務場所 Working Place: Hirase-cho, Sasebo

3.勤務時間 Work Schedule **(** 週 40 時間制 hrww **)**
勤務日 Work Days: Mon-Fri
勤務時間・休憩 Work Hours/Recess Period: 1315-2200/1715-1800
☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

5.雇用の種類 Type of Employment
☒ MLC
☐ IHA ☐ HPT
☐ 常用 Permanent
☒ 限定 Limited Term **(** 4 ヵ月 Months **)**
The employment may or may not be renewed or may be terminated prior to the not to exceed date.

6.職務内容 Duties
Please see attached.

7. 資格要件／身体条件 Qualification/Physical Requirements
*Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.
#1.項に示された語学能力級レベルに相当する英語の語学能力が必要となります。
a. At least one year of clerical, technical, or administrative work experience in any field or completion of 4-years college/university in any field.
b. Must travel by government vehicle to and from local hospitals as required.
c. Skill in operating personal computer such as Microsoft Word, Excel, PowerPoint and Outlook
d. GOJ ordinary driver's license. (A/T limited is acceptable).
e. Required to work rotational shifts including nights as well as weekend and share cell phone responsibilities after hours and holidays for interpreter services in emergency situation.

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

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 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の写し TOEIC、TOEFL、CASEC、英検のみを有効な証明書として受け付けます。（現／前基地従業員は ALCPT も可。）その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。 Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English. ☒ 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.) ☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport. ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.	May be required medical exam (immunization) at some point in time.

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 : USNH Naval Branch Health Clinic Sasebo		軍電 (DSN) 252-2589
PD No.: USNH-5KOA-016-LT	PD is accurate and current. Certified by Activity: **NN**	HRO: (rcvd: 7/6) tm 7/7

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)

職務で必要とされる語学能力級（LPL）レベルは下記をご覧下さい。
Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流暢な能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency （準１級）最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

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: 3-8-16

1. Serves as an assistant to the Administrative Officer.
May Perform any or all of the following duties:
a. Will be required to prepare routine monthly correspondence, reports and other documents to include but not limited to assisting the Decedent Affairs Office in the coordination with Japanese authorities on death certificates, transit permits, and cremation and funeral matters.

2. Serves as translator/interpreter for Naval Branch Health Clinic Sasebo.
May perform any or all of the following duties:
a. Accompanies patients to medical and/or test facility and serves as interpreter-translator between patients to medical and/or test facility and serves as interpreter/translator between patients and laboratory technician(s)/Physician(s).
b. Performs written translations, from English into Japanese vice versa, of material that is routine and non-technical in nature such as certificates, personal history statements, listings, letters, administrative records, and other administrative documents.
c. Assists as clinical liaison between American and Japanese physicians. This may involve asking information on special diagnostic studies and where they can be obtained.
d. Processes defer to Network requests with International SOS for authorization of services with Japanese providers.

3. Performs other related and incidental duties as assigned.
a. Shares cell phone responsibilities after hours and holidays for interpreter services in emergency situations.
b. May be required to work rotational shifts, which includes nights as well as weekend shift assignments.
c. May be required to drive GOV from clinic to and from local hospitals to provide interpretation services.
d. Needs to possess GOJ ordinary driver’s license. AT limited is acceptable.