

<h1 style="text-align: center;">佐世保基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	157-2015-NEX-SA(004)
		募集締切日: Closing Date	12 Dec 16 1st cut off: 3 Oct 16 2nd cut off: 17 Oct 16 3rd cut off: 31 Oct 16 4th cut off: 14 Nov 16 5th cut off: 28 Nov 16
		発行日: Date of Issue	20 Sep 16
1.職種名 Job title (等級 Grade <u>1-3</u> / 語学等級 LD <u>N/A</u>) <h3 style="text-align: center;">Hotel Desk Clerk #IHA-156</h3> 採用可能な下限等級 Acceptable trainee level: N/A <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical	募集人数 No. of Recruitment 1 名 (One)	4.募集範囲 Area of Consideration (AOC) <input checked="" type="checkbox"/> <u>I.</u> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> <u>II.</u> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> <u>III.</u> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> <u>IV.</u> 外部 Off Base Applicant	
2.部隊 Activity Navy Exchange, Sasebo ネイビーエクステンジ 佐世保 勤務場所 Working Place: Navy Lodge Bldg. (#1602) ネイビーロッジ (建物番号 1602) 佐世保市平瀬町	5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT (<u>12</u> カ月 Months) <input type="checkbox"/> 常用 Permanent (HPT 時給制従業員) 時給¥980 - ¥1,225 (22:00 以降)		
3.勤務時間 Work Schedule : 22 hrs a week. Varies between 06:00-01:00 (週 <u>22</u> 時間制、06:00-01:00 内でのシフト制) 勤務日 Work Days: Varies to include weekend and holidays. 週末祝日を含むシフト制 勤務時間・休憩 Work Hours/Recess Period: Varies / 45 minutes recess on the day works more than 6hrs, no recess on the day works less than 6 hrs. 各種勤務時間あり。 1日の勤務が6時間をこえ、8時間をこえない時間勤務する従業員は最低45分間の休憩時間が与えられます。8時間をこえて勤務する従業員は最低60分間の休憩時間が与えられます。 <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Please see attached task list.			
7.資格要件/身体条件 Qualification/Physical Requirements a. At least one year of general work experience or completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Ability to work at morning/night shift independently. c. Ability to communicate with English speaking customer to provide appropriate customer service at average proficiency level. (LD-2) Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 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
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<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 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 GOJ Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するもの(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	
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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ください。 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 : NEX オフィス / NEX Office	軍電 (DSN) 252-2454
PD No.: CFAS-NL-002-PT	PD is accurate and current. Certified by Activity: hh
	HRO: (rcvd:2/18) tm 2/22

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、正面出入り口を入れて右の壁に 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 30 時間（2016 年 10 月 1 日からは 20 時間）以上の場合は雇用保険・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 30 hours (20 hours starting on 1 October 2016) or more must be covered by Employment Insurance, 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: 6-22-16

Takes reservations by mail or telephone from authorized personnel such as military retirees, TAD's, personnel on orders for Permanent Change of Station (PCS) as well as those on leave. Completes Reservation Request Form (SS491) indicating name of prospective guest, date of arrival, number of day's stay, etc. Confirms reservations and files for future use. When guests arrive without reservations and on PCS orders, and if no rooms are available, makes necessary arrangements for their accommodations at local Japanese hotels.

Checks guests in and out; registers them, assigns rooms and issues room keys. May escort guest to room. Takes advance deposits and makes reimbursements upon checkout, as necessary. Presents statements and/or receipts to departing guests. Takes cash, checks, travelers' checks and ensures proper identification is presented, e.g., military identification cards; social security card, etc.; checks expiration dates, signatures, etc., to insure validity.

Maintains room keys and performs daily key count. Prepares Room Occupancy Status report of rooms available and booked for future occupancy. Calculates and posts all charges to patron accounts; balances totals with control records and logs in all guests on folio (SS/531) by name, room number, check-in time, check-out time and clerk processing action.

Receives and transfers calls to rooms, using telephone switchboard equipment; takes and relays messages. Answers telephone inquiries related thereto.

May sell convenience store items such as candy, newspapers, frozen foods, juices, milk and magazines, etc. Operates cash register in accordance with prescribed procedures.

Responsible for the set-up and breakdown / clean-up of the complimentary "self-service" breakfast bar and other events in the lobby area. Ensures surrounding area is returned to its original state and free of all left-over food by the end of designated breakfast hour.

Assists in maintaining adequate supply levels and in ordering supplies for the convenience store; completes Unit Reorder Record (SS/206) as necessary.

May perform limited typing duties involving reservation requests for future reservations, reorder forms., etc.

Exercises tact, good manners and courtesy when serving and assisting customers. This is expressed by tactfully responding to patron inquiries and assisting patrons in a prompt and friendly manner.

Performs other incidental duties as assigned.