

沖縄基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	OKI-CFAO-019-16
募集締切日: Closing Date	7-Mar-16
発行日: Date of Issue	23-Feb-16

<p>1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>0</u>)</p> <p style="text-align: center;">Janitor, #2065 (ジャニター職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): N/A</p> <p> <input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical </p>	<p>募集人数 No. of Recruitment</p> <p style="text-align: center;">1 名</p>	<p>4.募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input type="checkbox"/> 外部 Off Base Applicant</p>
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<p>2.部隊 Activity Commander, Fleet Activities Okinawa Navy Gateway Inns & Suites (NGIS)</p> <p>勤務場所 Working Place: Kadena Air Base</p> <p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</p> <p>勤務日 Work Days: Sun-Sat 勤務時間・休憩 Work Hours/Recess Period: 0730-1630/Recess: 1130-1230</p> <p> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel </p>	<p>5.雇用の種類 Type of Employment</p> <p><input type="checkbox"/> MLC</p> <p><input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT 860yen/hour</p> <p><input type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (<u> </u>ヵ月 Months)</p>
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6.職務内容 Duties

On a daily basis, sweeps, mops, waxes and polishes floors utilizing mops, cloths, brushes, brooms, cleaning solutions and, if necessary other equipment including vacuum cleaners and/or polishers. Areas to be cleaned area are common used areas such as hallways, stairs, office spaces, lounges, utility rooms, and individual room. Dusts, waxes and polishes furniture and fixtures, brassware empties waste baskets, cleans ash trays and tobacco waste receptacles cleans lamp and lampshades, window blinds. Washes and cleans windows inside and outside as required polices outside areas as required replaces burned out light bulbs. Performs, as required, heavy janitorial services such as moving or relocating heavy furniture or bulky equipment and cleaning large trash containers. Performs other related duties as required. Must have valid Japanese ordinary driver's license(A/T limited is acceptable) to operate vehicle and to conduct assigned janitorial duties at the Navy Gateway Inns and suites guest rooms and facilities located around the military installation on Kadena Air Force Base.

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

- Must have Government of Japan ordinary driver's license (A/T limited is acceptable).
- Knowledge of safety with cleaning products and equipment.
- Ability to lift and move heavy equipment approximately 45lbs (20kg).
- Ability to clean the facility.

*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 : N/A 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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* 空席応募用紙 Application for Vacancy Announcement
 * 専門職務経歴書 Resume of Specialized Work Experience
 *の記入は Complete * in 日本語で Japanese 英語で English どちらでも Either
 Application forms are available on the web site:
http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
 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 Driver's License (AT 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 Certificate of English Proficiency (Copy)
 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
Hard copy submission:
 書類の提出先は、嘉手納基地内Bldg # 3596 海軍人事課、キャンプフォスター内Bldg # 490 AAFES 人事課、又はキャンプフォスター内Bldg # 495 海兵隊人事課にて受け付けています。 **募集締切日必着。**
 Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster. **Applications must be received by the closing date of the Vacancy Announcement.**

Mailing address/郵送先:
FEDEX or KURONEKO YAMATO TRANSPORT:
 〒904-0200
CNRJ, CHRO Okinawa Satellite Office
Kadena Air Base
Mizugama Kadena-cho
Okinawa Japan
Bldg#3596
Phone Number: 098-961-6750

フェデックス若しくはクロネコヤマト運輸利用の場合：
 〒904-0200
 在沖縄米海軍人事課
 沖縄県嘉手納町水釜
 嘉手納空軍基地
 建物番号3596
 電話番号：098-961-6750

NOTE: We are no longer accepting applications via e-mail. 電子メールでの履歴書の受付は終了いたしました。

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : NGIS Admin Office	軍電 (DSN) 632-7970	
PD No.:CFAO-N924KH-001-PT	PD is accurate and current. Certified by Activity: MN (2/16/16)	HRO: (ky:2/23/16)

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.

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: 米国防務令 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。

Format Rev: 3-4-15