基地空席広報
VACANCY ANNOUNCEMENT
~ Okinawa Wide ~

広報番号： Announcement No.	OKI-USNH-015-13
募集締切日: Closing Date	8 AUG 13
発行日: Date of Issue	30 JUL 13

1.職種名 Job title **(等級** Grade __5__ **／語学等級** LAD __3__ **)**

Budget Technician, #0254
(予算専門職)

Acceptable trainee level (採用可能見習い等級): 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

1 名

4.募集範囲 Area of Consideration

☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity
☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☐ 外部 Off Base Applicant

2.部隊 Activity
U.S. Naval Hospital, Okinawa
Directorate for Resource Management
Financial Management

勤務場所 Working Place: **Camp Foster**

5.雇用の種類 Type of Employment

☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term **(** __ヵ月 Months **)**

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: **0730-1630/Recess: 1130-1230**
☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 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

Basic Requirement:

a. Must have at least one year of clerical, technical, or administrative work experience equivalent at BWT: 1-4 level in the related work OR completion of 4-years college/university in a related field.

In addition to the Basic Requirement,

b. Must have at least two years experience with Appropriated Funds budget/Accounting field.
c. Must be able to read, write and speak English. (LAD: 3 or equivalent)
d. Must be organized and be able to work in a timely manner to meet deadlines.
e. Must have proficiency with basic computer programs and operating web-based financial systems.

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： 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 *☒ **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.cnic.navy.mil/regions/cnrj/om/human_resources.html ☐ 運転免許証の写し Copy of Driver's License ☐ 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)	

問い合せ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 POC POC: N137D DSN:634-6717	書類の提出先は、 Hard copy submission: 嘉手納基地内 Bldg#3596 海軍人事課、キャンプフォスター内 Bldg#490AAFES 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。 （Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster.） Submission via E-mail: **HROOkinawa@fe.navy.mil**へE-mailでの提出を受け付けます。E-mail のSubject ラインに「JN Vacancy Announcement、（広報番号）、（職種名）、（応募者の氏名）」を必ず英語でご記入の上、履歴書を添付し、募集締切日までに提出してください。(Applications will be accepted via E-mail. In English, please type in "JN Vacancy Announcement, (Announcement No.), (Job Title), (Applicant's Name)" in the Subject line and submit your attached resume to **HROOkinawa@fe.navy.mil** by the closing date.	PD is accurate and current. Certified by Activity HRO

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。

Format Rev: 2-26-10

Task List

1. Assists in performance of all functions of the Budge Office, Director Resource Management, USNH Okinawa. Assists the Budget Analyst to prepare command budgets concerning annual contracts, service contracts, supplies, pharmaceuticals, immunizations, utilities, equipment, civilian labor, rental, communication services and all other commodities as required by utilizing Standardized Accounting & Reporting System – Field Level (STARS/FL), Funds Administration and Standardized Document Automation (FASTDATA) System, Summarized Management Analysis Resource Tool (SMART) and Defense Medical Logistics Standard Support (DMLSS). Allocate the command funding to respective departments and project centers. Establishes Operating Target (OPTAR) and Job Order Numbers (JON) in FASTDATA and DMLSS as necessary. 50%

2. Assists the Budget Analyst by providing essential data on program requirements and status in the form of financial plans represented by the appropriate Budget Activity Group (BAG), Sub Activity Group (SAG), Sub Function Code (SFC), Cost Account Code (CAC), Job Order Number (JON) for effective management and control of funds. 20%

3. Responsible for managing and supporting the financial aspects of Defense Travel System (DTS) at the organization and/or site level. As a Budget Defense Travel Administrator (BDTA), this role is responsible for managing lines of accounting and budgets, and ensures that all DTS financials are accurate and compliant with the applicable financial policies. As a Finance Defense Travel Administrator (FDTA), this role is responsible for tracking, processing and recording all actions related to a debt incurred by a traveler in DTS. 15%

4. Assists the Comptroller in providing financial information to higher headquarters and other activities in absent of the Lead Budget Analyst. 15%

Performs other related or incidental duties assigned.