

<h1>厚木基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page. 応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。 http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html </p>		広報番号 Announcement No.	A-16-029
		初回選考締切り日 1 st Cut Off Date	20 Apr 2016
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	30 Mar 2016
1. 職種名 Job title (等級 Grade 1-3 / 語学等級 LD 2) <h3 style="text-align: center;">Child Development Program Assistant, IHA-9 (児童成育プログラム補助職)</h3> <p>低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade: 1-2</p> <p> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Trade & Service <input type="checkbox"/> 保安・消防系 Security & Fire <input type="checkbox"/> 医療系 Medical </p>	募集人数 No. of Recruitment 4 名	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2. 部隊 Activity U. S. Naval Air Facility, Atsugi Fleet Readiness Department Child Development Center 勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base		5. 雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)	
3. 勤務時間 Work Schedule (週 40 時間制 hr/wk) 勤務日 Work Days : 5 days/week (2 days off/week) 勤務時間 Work Hours : 8 hours/day between 0600-1900 (シフトは業務に応じて変更することがあります。) 休憩 Recess: 45 min or 1 hour <input 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 <u>GENERAL:</u> Under the direct supervision of a higher grade technician, leader, or supervisor, performs full range of child development care function and provides instruction to children at the Child Development (CD) Facility. May serve as childcare giver "in-charge" of specific classroom performing activity planning and daily care as well as leading lower-graded childcare givers when the employee perform such work under continual review and monitoring by US and/or non-US CD leaders. <u>DUTIES AND RESPONSIBILITIES:</u> In addition to performing the basic daily childcare functions, the employee: Assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child, based upon stated goals and a curriculum plan provided by the supervisor and/or higher graded technicians normally recognized as group leader CD Technician. Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Arranges room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Creates a pleasant, inviting atmosphere for children. Ensure the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. Completes and submits required reports in an accurate and timely manner. Participates in conferences with parents and the supervisor. Gives parents daily feedback on children's activities.			

6. 職務内容 Duties (Cont'd)

Uses approved child guidance and care giving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior denoting a requirement for additional attention. Helps children to develop self-help skills. Conducts daily health checks of children. Notifies the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect.

Performs other related or incidental duties as assigned.

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

GENERAL (Applicable to all grades): 全ての等級に必要な資格要件

- Ability to speak, read and write English at average proficiency level (LD-2).

BWT 1-3 (1-3 等級) :

- One year of general work experience in any field or completion of 2 years junior college/2 years technical school or 4 years degree in any field.

- Must have completed DOD Child Development Employee Training Modules.

- Skill in handling emergency situation common in childcare setting.

- Ability to oversee childcare and assist in developing curriculum.

BWT 1-2 (1-2 等級) :

- Completion of high school.

Non-Japanese Applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport to your application.

- U. S. Citizens are not eligible for IHA employment.

*A handicapped applicant may be accepted, depending upon 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 : See Block #7

8. 提出するもの Application and Associated Documents

* **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)

* **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)

***の記入は Complete * in** **日本語で Japanese** **英語で English** **どちらでも Either**

HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。

To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.

各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).

英語の能力を証明するものの写し Certificate of 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) <選考結果通知用>

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) < For selection Notice >

日本国籍以外の方は、在留カード、パスポート、査証のコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).

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"

問い合わせ先 for Job Inquiries	提出先 Submit to	事務処理欄 For Official Use
Current USFJ Employee 現従業員 問合せ先： 在日米海軍厚木基地人事部 CNRJ HRO DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425	Current USFJ Employee 現従業員 提出先： 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101	PDN: NAFATG-xN606-004
Off Base Applicant 外部応募者 問合せ先： 労務管理機構 座間支部 管理課 管理第二係 Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667	Off Base Applicant 外部応募者 提出先： 〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係 1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of Labor Management Organization Management Section 2 〒252-1101	

* 履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。Submitted applications will not be returned.

* 初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1st Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

* 応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

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。