

<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。  <a href="http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html">http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</a></p>		広報番号 Announcement No.	A-16-086
		初回選考締切り日 1 <sup>st</sup> Cut Off Date	11 Jan 2017
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	21 Dec 2016
1. 職種名 Job title ( 等級 Grade 1-4 / 語学等級 LD 2 )  <h3 style="text-align: center;">Administrative Specialist, IHA-292</h3> <p style="text-align: center;">(管理専門職)</p>	募集人数 No. of Recruitment  <p style="text-align: center;">1 名</p>	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	
低い等級での採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade:			
<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			
2. 部隊 Activity  <h3 style="text-align: center;">U.S. Naval Air Facility Atsugi</h3> <h3 style="text-align: center;">Fleet Readiness Department</h3> <h3 style="text-align: center;">Navy Gateway Inns &amp; Suites</h3> <p>勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base</p>		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 勤務時間 Work Hours: 0800-1700 (Day Off: Sat & Sun) (シフトは業務に応じて変更することがあります。)  休憩時間 Recess: 1 hour  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties Services as an assistant to the Bachelor Officer Housing (BOH) manager for the BOH Central Linen, Supplies and Furniture, Fixtures and Equipment (FFE) Section. Performs administrative and clerical work involved in the documentary control of receipt, storage, issue and replenishment of items used in the billeting operation. Acts as Facility Administrator of all BOH buildings. Inspects each room and reports in writing the results of the inspection to the Housing Manager. Initiates requests for maintenance actions by coordinating with CBH Maintenance Section. Acts as Fire Warden for all BOH billeting facilities making periodic inspections of facilities for fire prevention measures in accordance with the regulations. Manages furniture, fixtures and equipment (FFE) inventory for both appropriated and non-appropriated funds. Maintains the balance of physical and document quantity of FFE, keeping ledgers on a personal computer with a customized software. Ensures all the data in the FFE inventory balance ledgers reflect actual status. Reconciles the BOH FFE Non-appropriated Fixed Assets and minor property with CBH Bookkeeper. Provides accurate FFE database for annual budget preparation. Inspects each BOH room to check conditions of FFE and posts in each room inventory sheet of FFE assigned. Reports in writing any discrepancies to the Housing manager and takes proper corrective actions such as initiating work requests for repair, survey documentation, DRMO turn-in, etc. Replaces old FFE with new as required. This may require storage and lifting FFE. Manages the Central Linen and Supplies Section in BOH. Advises the BOH Housing Manages of the status of inventory and recommend actions to improve linen supply services for tenants. Ensures adequate clean linen and house keeping supplies are available at all times. Coordinates with the BOH Housing manager and the Housekeeping Supervisor to prepare for large movements of tenants or any other special requirements. Procures and replenishes linen and other supplies stock by initiating requisitioning actions to Supply Manager/CBH Manager. Performs other related tasks as assigned.			

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

- One year of any clerical, technical or administrative work experience in any field, OR completion of 4-years college/university in any field.
- Ability to speak, read and write English at average proficiency level (LD-2).
- Skill in operating Microsoft Office Suite (Word, Excel).
- Japanese Regular Driver's License.

**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

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
<p>Current USFJ Employee 現従業員 問合せ先 :</p> <p>在日米海軍厚木基地人事部 CNRJ HRO</p> <p>DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425</p>	<p>Current USFJ Employee 現従業員 提出先 :</p> <p>〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12</p> <p>Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101</p>	<p>PDN: NAFATG-N928-020</p>

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以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、又は書類不備の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、選考決定により締切となることがあります。After 1<sup>st</sup> Cut Off Date, announcement may close 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.cnic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnic.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。

Format revised. 2014-06-11