

<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-16-043
		初回選考締切り日 1 st Cut Off Date	03 Aug 2016
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	13 Jul 2016
1. 職種名 Job title (等級 Grade 1-4 / 語学等級 LD 2) <p style="text-align: center;">Charge of Quarters Clerk, IHA-308 (当直事務職)</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:		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:)	
<input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2. 部隊 Activity U. S. Naval Air Facility, Atsugi Fleet Readiness Department Navy Gateway Inns & Suites 勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base		3. 勤務時間 Work Schedule (週 40 時間制 hr/wk) 勤務日 Work Days : See page 2 勤務時間 Work Hours : See Page 2 休憩 Recess: See page 2 <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 Checks in personnel transient, desiring Lodging and billeting, reads and interprets order to determine the type of billet service charge to be assessed (whether official or non official). Collects service charges from permanent and transient residents, checks out personnel from rooms, collecting service charge and room keys. Maintains a central locator file for personnel residing in NGIS and a reservation log by the use of a computer. Responsible for security and fire prevention of all NGIS facilities. Stamps orders certifying availability of quarters and messing. Provides information concerning availability of recreational, shopping and food facilities, hotels in town and domestic occupants. Reports maintenance problems to the PWD trouble desk or to the NGIS Maintenance Coordinator when reported by the domestic service. Assists the NGIS Manager in planning and reserving quarters for large groups and special exercises. Serves as a clerical assistant to the NGIS Manager compiling statistic information and reports. Performs other related and incidental duties as assigned.			

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

- One year of 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).
- Knowledge of cash handling work and customer service.

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"

3. 勤務時間 Work Schedule 勤務時間

Rest: Shift A, B and E: 1100-1200, Shift C, D and F: 0300-0400

Shift	SUN	MON	TUE	WED	THU	FRI	SAT
A	DRD	0800-2100	0800-2100	NWD	NWD	0800-2000	0800-2000
B	0800-2100	DRD	NWD	0800-2000	0800-2000	NWD	NWD
C	DRD	2000-0900	2000-0900	NWD	NWD	2000-0800	2000-0800
D	2000-0900	DRD	NWD	2000-0800	2000-0800	NWD	NWD
E	0800-2100	DRD	NWD	2000-0800	2000-0800	NWD	NWD
F	2000-0900	DRD	NWD	0800-2000	0800-2000	NWD	NWD

Shift Rotation
A-B-A-B-C-D-C-D
F-A-B-A-E-C-D-C
C-D-C-D-A-B-A-B
E-C-D-C-F-A-B-A

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以上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、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 1st 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

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。