厚木基地空席広報

VACANCY ANNOUNCEMENT

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.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

広報番号： Announcement No.	**A-15-006**
初回選考締切り日： 1st Cut Off Date	**18 Feb 2015**
募集締切日: Closing Date	**Open Until Filled**
発行日: Date of Issue	**28 Jan 2015**

1.職種名 Job title **(等級** Grade **1-6 ／語学等級** LD **3)**

Purchasing & Contract Specialist, #415
（購買、契約専門職）

見習い採用の可能性 Acceptance at Lower Grade Trainee ☐ 無 No ☒ 有 Yes
見習い等級 Trainee Grade: 1-5

☒ 事務系 Administrative ☐ 技能系 Trade & Service ☐ 保安・消防系 Security & Fire ☐ 医療系 Medical

募集人数 No. of Recruitment
1 名

2.部隊 Activity
Naval Facilities Engineering Command Far East
PWD Atsugi, Facilities Engineering and Acquisition Division, Acquisition Branch (PRA22)

勤務場所 Working Place: 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base

3.勤務時間 Work Schedule **(週** 40 **時間制** hr/wk **)**

勤務日 Work Day: Mon - Fri
勤務時間 Work Hours: 0745-1630 Recess: 1145-1230

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties
See page 3.

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
Note: First consideration will be given to suitable and qualified current permanent and trial MLC/IHA employees within the Atsugi Base.

5.雇用の種類 Type of Employment
☒ **MLC**

☐ IHA

☐ 時間制 HPT

☒ **常用 Permanent**

☐ 限定 Limited Term **(** ヵ月 Months **)**

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

GENERAL (Applicable to all grades):
- Knowledge of Federal Acquisition Regulations (FAR)
- Ability to speak, read, and write English at fluent proficiency level (LD-3).

BWT 1-6:
- One year of specialized work experience at 1-5 level in the related work, OR master degree in the related field.
- Knowledge of Navy contracts.

BWT 1-5:
- One year of specialized work experience at 1-4 level in the related work, OR bachelor degree in the related field.

Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.

Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.

- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC 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

9.提出するもの Application and Associated Documents
(次頁参照 See next page)

*☒ **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"

問い合せ先 for Job Inquiries	**提出先** Office to Submit	**事務処理欄** For Official Use
Current USFJ Employee 現従業員問合せ先： 在日米海軍統合人事部厚木支所/ CNRJ HRO DSN 264- 3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425 **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 LMO/IAA Management Section #2 ☎046-251-0667	**Current USFJ Employee 現従業員提出先：** 〒252-1101 神奈川県 綾瀬市 在日米海軍統合人事部厚木支所 HRO BOX12 〒 252-1101 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 **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 〒 252-0011 1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of LMO/IAA Management Section #2	**PDNO:** **FEC-PRA22-002**

＊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.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

6.職務内容 Duties

Prepares all contract solicitation packages containing documents and materials necessary for advertising, award and administration of (simplified acquisition procedures, basic contracts, task orders) contracts in accordance with recognized contracting regulations.

Assists the Facilities Engineering Acquisition Director (FEAD)/Contracting Officer (KO) as a recorder in the receipt, custody, and opening of all sealed bids in accordance with recognized contract regulations. In addition, performs bid openings independently for small purchase contracts.

Refers technical inquiries from contractors concerning solicitation packages to appropriate personnel. Prepares and issues as necessary amendments to solicitations. Reviews bids for responsiveness under terms and conditions of invitations for bids or request for proposal. Obtains and analyzes bid confirmations and cost breakdowns prior to contract award. Prepares abstract of bids. Attends contract negotiations with FEAD/KO to assist and advise on contractual matters. Informs contractors of administrative and contractual procedures. Instructs the contractors in preparing invoices for payment.

Provides administrative support for service contract including issuing delivery orders, tracking available funds, and line item quantities.

Maintains database of advertising dates, bid opening dates, funding status, bidders solicited, inspector assigned to the job, plus estimates award and completion dates. Amends solicitations as required by the FEAD/KO.

Reviews reports and documents required for the proper administration of contract in accordance with standard Navy contracting procedures. Advises FEAD/KO and staff on proper contract administration procedures. Assists the FEAD/KO in interpreting laws and regulations concerning administration of contracts.

Performs other related work as directed by the FEAD/KO including preparing travel orders, serving as timekeeper, liaising with the comptroller, greeting customers, routing phone calls, and performing a variety of other administrative tasks within the office.