

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	FEC-BD1-001-16
募集締切日: Closing Date	19 Jan 16
発行日: Date of Issue	6 Jan 16

1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LD <u>3</u>) <p style="text-align: center;">Management Analyst, #119 (管理分析職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 1-5</p> <p><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical</p>	募集人数 No. of Recruitment <p style="text-align: center;">2名</p>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant
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2.部隊 Activity Naval Facilities Engineering Command Far East Business Directorate Business Operations Business Analysis (BD1)	5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ヵ月 Months)
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勤務場所 Working Place: Tomari-cho, Yokosuka
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <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 <p style="text-align: center;">See attached.</p>

7. 資格要件 / 身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's degree in a related field. b. Knowledge of Continuous Process Improvement (CPI) concepts (Green Belt preferred but not mandatory). c. Knowledge of analytical and evaluation methods to conduct organizational and manpower analysis, evaluation and improvement studies. d. Skill in operating personal computer such as Microsoft Word, Excel, and PowerPoint. e. Ability to analyze, evaluate, and develop improved methods in order to make recommendation to top level managers. f. Ability to conduct training on the improved methods and procedures. g. Ability to prepare periodic reports and surveys. h. Ability to translate written statements from Japanese in to English or vice versa. i. Ability to speak, read, and write English at fluent proficiency level. (LD-3)
* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-5: a. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field.
* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional
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学歴 Educational Background : See blocks 7&8	免許証 / 修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
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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: 5-30-14

Task List

1. Conducts management studies and appraisals covering systems, methods of workflow, organization staffing requirements, distribution of responsibilities, operating procedures, equipment utilization, resource utilization and other areas of special concern to the Command including consolidation of NAVFAC Far East functions, changes to organization and implementation of management programs, etc. Reports and recommendations will support the command top management in making decisions on planning future business operations and improving productivity and/or areas of poor performance for the entire Far East region. Consults and assists with all levels of personnel within the Command in establishing optimum work processes as necessary.
2. Provides support in implementing Continuous Process Improvement (CPI) at NAVFAC Far East. Consults with and advises managers, supervisors and other personnel on the implementation of CPI methodologies and conducts related studies in improving cross-functional work methods and procedures. Facilitates meetings and Small Group Activities to execute specific projects (i.e., Business Case Analysis). Coordinates meetings and provides technical guidance in data collection and interpretation and team functioning skills as appropriate. Facilitates project improvement teams as a Green Belt to provide technical expertise in data collection and interpretation, and team facilitating skills in support of Command Strategic goals and objectives. Performs project data analysis using a wide variety of probability and statistical tools as a means to identify performance gaps. Monitors test projects and provides follow-up reviews to determine effectiveness of projects. Provides analytic and statistical support as needed. Reviews employee process improvement suggestions and directs to appropriate functions for action and follow-up.
3. Assists Command coordinator for the NAVFAC Business Management System (BMS), the corporate system for tracking NAVFAC business and service processes. Responsible for tracking Corrective Action Requests (CARs) associated with NAVFAC Far East BMS processes. Interfaces with NAVFAC Headquarters' BMS Lead when addressing process-related issues. Responsible for resolving all local BMS-related issues.
4. As part of the NAVFAC Far East Command Assessment Team (CAT), assists with the administration and execution of the annual command climate survey. Ensures all milestones of the survey timeline are completed in a timely manner, including coordination with all Public Works Departments in order to provide translated surveys for Host Nation employees. Assists with translating final survey responses. Actively participates in analysis of survey results in order to focus on important issues and to assist in developing the Command's Action Plan.

5. Provides administrative support for the NAVFAC Far East strategic planning meetings, including the Annual Execution Plan (AEP) workshop. Assists the meeting facilitator to enhance conference productivity and support participants to produce better teaming efforts. Coordinates documentation input and creates supportive materials prior to the meeting. Maintains and tracks all documents created during the meetings and prepares proper output to participants post-conference.

6. Performs other related or incidental duties as assigned by the supervisor.