

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	FEC-FM-003-16	
		募集締切日: Closing Date	10 Mar 16	
		発行日: Date of Issue	19 Feb 16	
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>) <div style="text-align: center;"> <h3>Administrative Specialist, #9</h3> <p>(管理専門職)</p> <p>Acceptable trainee level (採用可能見習い等級): N/A</p> </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 2em;"> 1 名 </div>	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 checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity Naval Facilities Engineering Command Far East Financial Management (FM) 勤務場所 Working Place: 横須賀市泊町、Tomari-cho, Yokosuka		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)		
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 <div style="text-align: center; font-size: 1.2em;"> See attached sheet. </div>				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field. b. Must have GOJ ordinary driver's license. (A/T limited is acceptable) c. Knowledge of policies, regulations and procedures governing administrative phases of MLC/USCS personnel functions, Navy correspondence, budget and supply. d. Skill in operating office automation hardware and software such as Microsoft Office suit (Word, Excel, Access and PowerPoint). e. Ability to speak, read and write English at average proficiency level. (LD 2) f. Ability to translate documents including technical environmental/scientific terms from Japanese to English and vice versa. * 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 checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		
8.提出するもの Application and Associated Documents			職務状況 Working Condition	
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 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" <input checked="" type="checkbox"/> 日本政府発行の普通自動車免許(AT 限定可) Copy of GOJ ordinary driver's license (AT limited is acceptable.) <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 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) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy				

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

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内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: NAVFAC FE, BD2

軍電 (DSN) 243-7462/243-6198

PD No.: FEC-FM-003

PD is accurate and current. Certified by Activity: mya 2/17/2016

HRO: (rcvd: 2/17) js
2/17 kw 2/17

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

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。

Administrative Specialist, #9-4

1. As a staff assistant to the Financial Management Dept., controls administrative functions of the Dept. Performs analysis of departmental administrative processes and procedures and recommends changes or revisions as necessary. Coordinates implementation and evaluation of approved changes and monitors compliance in conjunction with Division Heads. Evaluates one time administrative requirements placed on the Department from outside organizations, develops plan for departmental response, coordinates the gathering, analysis and consolidation of required information from the divisions. Interprets requirements and establishes standard operating procedures on administrative matters for internal divisions to follow.

2. Acts as departmental training coordinator. Reviews training needs for MLC employees and prepares required training requests and reports. Routinely inspects the Financial Management Dept.'s office spaces for safety or energy conservation discrepancies. Reports discrepancies, analyzes, requests, and coordinates the accomplishment of corrective actions. Acts as Departmental personnel coordinator. Initiates personnel actions after coordinating requirements as necessary with the cognizant supervisor, Management Services Dept. or HRO.

3. Drafts internal and external correspondence on administrative matters of the Financial Management Dept. for signature of the department head. Reviews and ensures that all replies to internal and external issues are completed on time by each division head. Analyzed supply requirements, collects division requests, prepares purchase documents for supplies and services, keeps open order files. Maintains departmental files to include general correspondence, manuals, instructions/notices.

4. Performs other related or incidental duties as assigned.

* Must be proficient in English and have an ordinary vehicle license (Automatic Transmission limited is acceptable) to submit documents and pick up supply to/from other facilities.