

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CNFJ-N00F-001-16
募集締切日: Closing Date	1 Feb 16
発行日: Date of Issue	19 Jan 16

1.職種名 Job title (等級 Grade 4 / 語学等級 LD 2) Administrative Specialist #9-4 (管理専門職) <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		募集人数 No. of Recruitment 1 名	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 type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander U.S. Naval Forces, Japan Command Master Chief's Office 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 40 時間制 hrww) 勤務日 Work Days: Monday-Friday 月曜日-金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00-16:45/12:00-12:45 <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 See attached Task List.			
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 may qualify him/her at 1-4 level. b. Knowledge of Navy administrative programs, procedures, rules and regulations regarding command directives/instructions/notices. c. Knowledge of the office supply program to monitor office budget. d. Skill in operating computer applications such as Word, Excel, PowerPoint, Adobe Acrobat, etc. e. Ability to liaison with both U.S. and Japanese officials Japan-wide. f. Ability to perform secretarial work such as scheduling appointments, screening calls and visitors, handling correspondences, and arranging travels. g. Ability to speak, read and write English at an intermediate proficiency level (LD-2). h. Ability to speak, read and write Japanese at native language level. * 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

<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*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</p> <p><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"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><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.)</p> <p><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</p>	
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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	PSC 473 BOX 22 CNRJ HRO N132
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

Off Base Applicants must submit to:

〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

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.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : CNRJ Manpower Management Office (N11) 軍電 (DSN) 243-3158

PD No.: CNFJ-N00F-001	PD is accurate and current. Certified by Activity: hy (11/5/15)	HRO: (rcvd 1/15 kw) kw 1/15
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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。

Format Rev: 5-30-14

Administrative Specialist Task List

General:

Works under the direct supervision of the CNFJ Command Master Chief (CMC), who defines the overall objectives and priorities of work in the office. The incumbent is expected to handle day-to-day assignments and is responsible as the principal office assistant in performing various administrative and clerical duties in support of the assigned office and the staff. Problems and deviations are handled in accordance with established instructions, priorities, policies, commitments, and program goals of the supervisor, and accepted practices. Major issues and unique problems will be consulted with the supervisor for resolution.

Major Duties and Responsibilities:

1. Serves as assistant to the CMC, US Naval Forces Japan, and assumes full administrative responsibility of supervisor's program. Provides office management services which include; maintains oversight of office budget, perform personnel administration duties, and procures supplies, equipment and services for effective operations. Ensures all administrative support is completed in an accurate, efficient and timely manner, in accordance with the pertinent Navy regulations, command guidance and policy. Screens call, visitors, and mails to determine appropriate course of action. Answers routine questions providing information and makes referrals as appropriate. Receives and responds to complex inquiries and issues brought to the CMC. Coordinates with staff offices and subordinate commands to obtain needed information, prepares or monitors and reviews the preparation of final responses to ensure timely response. Manages the office in the absence of the CMC, continually assessing priorities and determines urgency of tasks at hand. Many tasks require immediate judgment and action with minimal supervision. Establishes and maintains internal administrative procedures, effective communication, coordination and good rapport with all levels of staff. Contacts are frequent with other organizational segments, subordinate and tenant commands, and the Japanese government agencies, e.g., Maritime Staff Office (MSO) and Japan Maritime Self Defense Force (JMSDF) (25%)
2. Provides extensive and complex calendar management. Exercises control over the CMC's appointments with full authority to make commitments based on knowledge of current priorities, business and social schedules. Forecasts potential requirements, resolves problems, plans and projects time for historically recurring requirements. Researches and coordinates calendar activities and functions with staff elements. Works closely with other offices of the command and appropriate points of contact in scheduling and coordinating all visits, meetings, and itineraries. Prepares read-ahead materials for meetings, briefings and travels as required. Arranges meetings/ conferences and provides additional support as necessary: reserves conference rooms, arranges computer and audiovisual equipment, prepares agenda items, notifies participants of the meeting's date and time, and distributes agenda prior to the meeting. Plans, schedules and directs arrangements for activities hosted by the CMC. Coordinates travel arrangement for the CMC and staff, members of his family, personal staff and visitors: creates travel order, arranges lodging/transportation, prepares itineraries, prepares travel vouchers and any other necessary documentation on completion of the trip. (20%)
3. Receives and reviews incoming correspondence, taking action on issues not requiring his attention and referring them to appropriate staff offices as required. Prepares/Composes correspondence such as memorandums and letters for the CMC's signature in a style appropriate to purpose of the correspondence, based on knowledge of Command policies and procedures. Creates documents, reports, presentations, and spreadsheets as required. Follows up to assure that timeline are met, reviews final products for adequacy (e.g. clarity; adherence to command policies; correctness of format, grammar, and style; etc.).

Maintains control records on correspondence and action documents, following up for timely reply or action. Translates correspondence from MSO and JMSDF into English and translates outgoing correspondence into Japanese. (15%)

4. Responsible for coordinating community relations and protocol events for the CMC. Ensures that all functions are coordinated among the various offices. Greets and assists high ranking visitors from the United States and the JMSDF. Provides interpreting services from and into Japanese and English both in verbal and written correspondence. Assists the CMC in the planning and organizing social functions hosted by the CMC and his spouse. Makes arrangement for social events and office parties hosted by the CMC, including preparing and sending invitations, arranging catering services, etc. (20%)

5. When required in support of bilateral events, exercises, conference or meetings can serve as an interpreter for the CMC. (15%)

6. Performs other duties as assigned. (5%)