

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

-Reissue-

1. Changed No. of Recruitment from three (3) to one (1).  
2. Changed Required Documents in block #8 as shown.

広報番号 : Announcement No.	CFAY-FR-17-15(R)
募集締切日: Closing Date	21 Oct 15
発行日: Date of Issue	1 Oct 15

<p>1. 職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LD <u>2</u> )</p> <p><b>Child Development Program Assistant, #9</b> ( 児童成育プログラム補助職 ) Acceptable trainee level ( 採用可能見習い等級 ): 1-2</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>	<p>募集人数 No. of Recruitment</p> <p><b>1 名</b></p>	<p>4. 募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant</p>
<p>2. 部隊 Activity Commander Fleet Activities, Yokosuka Fleet Readiness Department Child &amp; Youth Program Division Yokosuka CDC ANNEX Branch (横須賀基地内保育園別館) 勤務場所 Working Place: : 横須賀市 泊町 Tomari-cho, Yokosuka</p>		<p>* <b>Those who previously applied for CFAY-FR-17-15 need not to reapply.</b></p> <p>5. 雇用の種類 Type of Employment</p> <p><input type="checkbox"/> MLC      <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> IHA      <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term ( ___ ヵ月 Months)</p>
<p>3. 勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww ) 勤務日 Work Days: Mon-Fri/5 days a week (月-金、週 5 日制) 勤務時間 Work Hours 8 hours between 0600-1800 (0600-1800 の間で 1 日 8 時間勤務) 休憩 Recess Period 1 hour/day (1 日 1 時間) <input type="checkbox"/> 夜勤 Night Shift      <input checked="" type="checkbox"/> 残業 Overtime      <input type="checkbox"/> 出張 Business Travel</p>		
<p>6. 職務内容 Duties</p> <p>Under the direct supervision of a higher grade technician, leader, or supervisor, performs full range of child development care function and provides instruction to children at the Child Development (CD) facility. Assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child, based upon stated goals and a curriculum plan provided by the supervisor and/or higher graded technicians normally recognized as group leader CD technician. Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Arranges room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. Uses approved child guidance and care giving techniques that support overall program objectives. Performs other related or incidental duties as assigned.</p>		
<p>7. 資格要件/身体条件 Qualification/Physical Requirements</p> <p>a. One year of general work experience, OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field.</p> <p>b. Must have completed DOD Child Development Employee Training Modules.</p> <p>c. Skill in handling emergency situation common in childcare setting.</p> <p>d. Ability to oversee children and assist in developing curriculum.</p> <p>e. Ability to speak, read and write English at average proficiency level. (LD-2)</p> <p>* An applicant who does not fully meet the qualification requirements stated above may be considered at grade 1-2 level as below. 1-2: a. Completion of high school.</p> <p>* Handicapped applicants may be accepted, depending on the degree and kind of disability.</p> <p>* <b>This position is a child care services position having regular contact with children under the age of 18. As a condition of employment, selectee must agree in writing to have the criminal record check to be conducted prior to initial assignment.</b></p>		
<p>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</p>		
<p>学歴 Educational Background : See blocks 7 &amp; 8      免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 &amp; 8</p>		



10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: FFR, N941

軍電 (DSN) 243-1243

PD No.: CFAY-N912AC-001

PD is accurate and current. Certified by Activity: Ky

HRO: (rcvd: 5/25) js  
5/26 kw 6/2 (9/28) js  
9/29 au 9/30

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。