

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

CFAY-N92-02-17

募集締切日：

Closing Date

4 Jan 17

発行日：

Date of Issue

15 Dec 16

1.職名, 職番, 給与表 Job title, Job No., &amp; Basic Wage Table (BWT):

### Child Development Program Trainee, #51 OR Child Development Program Assistant, #52 (児童成育プログラム見習または補助職)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):  
等級 Grade-2 or 3, 語学能力級 LPL-2資格要件により、2又は3等級で選考され途中の昇進はありません。  
Selection will be made based on the qualification stated in column 7 without promotional potential. 事務系(BWT-1)  技能系(BWT-2)  保安系(BWT-3)  医療系(BWT-5,6)  
Administrative Blue Collar Trade Security Medical募集人数  
No. of  
Recruitment

1名

4.募集範囲 Area of Consideration

- I.  現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity
- II.  現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance
- III.  現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide
- IV.  外部 Off Base Applicant

2.部隊 Activity

Commander Fleet Activities, Yokosuka  
Fleet Readiness Department  
Child & Youth Program Division  
Yokosuka CDC Branch

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週\_40\_時間制 hrww)

勤務日 Work Days : Mon – Fri 5 days a week (月一金、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)

 夜勤 Night Shift  残業 Overtime  出張 Business Travel

5.雇用の種類 Type of Employment

- MLC  IHA  HPT
- 常用 Permanent
- 限定 Limited Term ( 4 ヵ月 Months )

\* The employment may or may not be renewed or may be terminated prior to the not to exceed date.

## 6.職務内容 Duties

**GENERAL:** 1-2 level: Under the direct supervision of a leader or supervisor, performs more routine and simple childcare tasks at the Child Development (CD) Facility. 1-3 level: 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.

**DUTIES AND RESPONSIBILITIES:** 1-2 level: Performs basic daily childcare duties such as feeding, dressing, bathing, organizing games for and otherwise entertaining and attending to small children. Typical duties are to help arrange room and play materials to accommodate the daily schedule. Helps create adult-made games and play materials, and assists with developing a list of needed supplies and equipment for submission to the supervisor. Receives children from parents. Notes all special instructions that parents may provide. Maintains an accurate count of children at all times. Conducts the appropriate play and learning activities to foster individual and group activity development. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc). Rocks and holds babies, and assists children during family-style meals. Notifies the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect. Ensure that each child leaves with a parent or someone authorized to take the child at all times. Performs other related or incidental duties as assigned.

1-3 level: In addition to performing the basic daily childcare functions, the employee 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. Ensure 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.

**特別な職務状況** Outstanding Working Condition, if any

Child Development Center (Hoikuen) classroom.

Works on weekends up to midnight for special night opening.

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

\* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

### For 1-2:

- a. Completion of high school.
- b. Skill in handling emergency situation common in childcare setting.
- c. Ability to oversee children and assist in developing curriculum.

### For 1-3:

In addition to “a” thru “c” above,

- d. 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.
- e. Must have completed DOD Child Development Employee Training Modules.

**As a condition of employment, a criminal history background check will be conducted initially for an individual selected for the position. A record re-verification will be conducted every five years after the initial investigation. A selectee is required to sign a Position of Trust Agreement and must maintain a favorable record to remain in the position.**

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

## 8.提出するもの Application and Associated Documents

- \* **空席応募用紙** Application for Vacancy Announcement
  - \* **専門職務経歴書** Resume of Specialized Work Experience
  - \***の記入は Complete \* in**  **日本語で Japanese**  **英語で English**  **どちらでも Either**
  - 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”  
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from:  
[http://www.enic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.enic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)
  - 運転免許証の写し** Copy of Driver's License
  - 修了証/証明書の写し**
- For 1-3: Copy of Certificate for “DoD Child Development Employee Training Modules” is required.**  
**For 1-2: Copy of high school’s diploma OR a Graduation Equivalency Diploma (GED), OR higher education certificate.**
- ① 1-3で採用される為には DoD Child Development Employee Training Modules の修了証明書が必要。
  - ② 修了証明書がない場合、1-2での採用になります。 高校卒業証書、高等学校卒業程度認定試験又は大検の合格証明書、もしくは高等専門学校、大学の卒業証明書など高等学校卒業を認識できる卒業証書の写しが必要。
- 英語の能力を証明するものの写し。** TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。  
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。 英語を日常言語とする方も上記証明書の提出が必要です。  
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- 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.)
- 日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー** For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

## 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 (1<sup>st</sup> 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	Off Base Applicants must submit to:
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	〒238-0011
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
管理第一係	Yokosuka Branch of LMO/IAA
電話番号 Phone 046-828-6959	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 : CFAY N04CA

軍電 (DSN) 243-8148

**PD No.: CFAY-N912MC-007-LT,  
008-LT**

PD is accurate and current. Certified by Activity: mm12/5

HRO: revd 12/9,  
kn12/13 kw 12/13

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.

職務で必要とされる**語学能力級 (LPL) レベル**は下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

<b>LPL 語学能力級</b>	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
<b>4 – Exceptional Proficiency</b> 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
<b>3 – Fluent proficiency</b> 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
<b>2 – Average proficiency</b> 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
<b>1 – Elementary proficiency</b> 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
<b>Pre-1 – Minimal proficiency</b> (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
<b>0 – No language proficiency</b> 語学能力を要さない							

**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: 米国防行政命令 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。