横須賀基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	CNRJ-N94-02-16
募集締切日: Closing Date	26 May 16
発行日： Date of Issue	13 May 16

1.職種名 Job title **(等級** Grade 5 **／語学等級** LD 3 **)**

Personnel Technician #210

(人事専門職)

Acceptable trainee level (**採用可能見習い等級**): 1-4

☒ 事務系 Administrative ☐ 技能系 Blue Collar Trade ☐ 保安系 Security ☐ 医療系 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, Navy Region Japan
Fleet & Family Readiness Department
Support Services Office
Personnel Division

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

5.雇用の種類 Type of Employment

☐ MLC
☒ IHA ☐ HPT
☒ 常用 Permanent
☐ 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 : Mon – Fri 5 days a week (月ー金、週 5 日制)
勤務時間 Work Hours 0730-1630 (8 hours a day / 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

6.職務内容 Duties

The purpose of this position is to perform human resource and administrative support functions for region NAF HR office requiring knowledge of civilian human resources functions and processes. Performs administrative and technical support work in a variety of personnel functions for IHA/HPT/NAF.

Duties include: recognizes the need for and initiates personnel action requests for transfer, reassignment, recruitment, promotion, reclassification and/or release of personnel; interviews employees of the organization and provides assistance in the resolving of personnel problems; recognizes training needs and makes recommendation for the initiation and institution of training courses; keeps civilian personnel office informed of personnel matters in the using organization, and works closely with technical staff of the civilian personnel office in handling of such technical matters as recruitment, training, employee services, classification and disciplinary matters. Position requires knowledge and use of SAP for generating and submitting PAR's for NAF personnel actions, as well as the use of JAS for preparing personnel action requests for IHA/HPT personnel.

Provides advice and guidance to supervisors as well as to employees on specific regulations, procedures of IHA/HPT/NAF, CNFJ and CNIC instructions and regulation pertaining to various natures of IHA/HPT/NAF personnel management and related issues.

Conducts personnel liaison functions in the areas of personnel and employee relations for IHA /HPT employees.

Drafts justification statement and/or position management report for recruitment and/or classification action based on information provided from supervisors and managers for their final review through guidance from CNRJ N11 as necessary.

Performs other related or incidental duties as assigned.

GOJ ordinary vehicle driver's license is required (AT limited is acceptable) for guard mail run on daily basis.

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

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.
b. Knowledge of rules, regulations and procedures, Personnel Actions for IHA/HPT and NAF.
c. Skill in operating MS Office suite such as Microsoft Word, Excel, Power Point and Access.
d. Ability to analyze position management to determine procedures and recommend appropriate changes or corrective action required.
e. Ability to communicate effectively and courteously with all level of personnel.
f. Ability to speak, read, and write English at fluent proficiency level. (LD-3)
g. Ability to speak, read and write Japanese at native language level.

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:
1-4: a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field.
* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency： ☐必要なし None ☐初級 Basic ☐中級 Intermediate ☒上級 Advanced ☐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
***☒ 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” ☒ 運転免許証の写し Copy of Driver's License ☐ 修了証／証明書の写し Copy of Certificate ☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) ☒ 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下さい。 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
神奈川県横須賀市泊町１番地
PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152

〒238-0001
1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132

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 : FFR, N941		軍電 (DSN) 243- 1243
PD No.: CNRJ-N941-001	PD is accurate and current. Certified by Activity: Ky	HRO: (rcvd 4/29) kw 5/12

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。