

横須賀基地空席広報 VACANCY ANNOUNCEMENT

広報番号 :

Announcement No.

FLCY-06-16

募集締切日:

Closing Date

25 Jan 16

発行日:

Date of Issue

4 Jan 16

1. 職種名 Job title (等級 Grade 4 / 語学等級 LD 2)

Purchasing Agent, #413

(購買職)

Acceptable trainee level (採用可能見習い等級): N/A

事務系 技能系 保安系 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. 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

NAVSUP Fleet Logistics Center, Yokosuka
Regional Services Department, Material Services Division,
NAVFAC Material Support Branch,
Requirements Section/Procurement Sub Section (C45211)

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

3. 勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Mon thru Fri

勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245

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 (6 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

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.
b. Knowledge of Naval Procurement/Supply/Financial Systems.
c. Knowledge of the administration of contracts.
d. Skill in operating various government database systems.
e. Skills in personal computer applications, such as Microsoft Word, Excel, and Access.
f. Ability to speak, read, and write English at average proficiency level (LD-2)

* A handicapped applicant 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

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

Task List

1. Performs services of technical nature such as identification, classification and utilization of material/required for Minor, Standard, and Emergency Services work from NAVFACFE. Reviews Purchase Requests, specification, drawing, and government estimate cost breakdown of all work requests generated by NAVFACFE. Determines and/or recommends parts interchangeability, substitution and reparability. Also, screens job plans and target completion date of jobs. Provides NAVFACFE shop supervisors assistance and guidance in procurement functions, material specifications, and bidding/purchase data.
2. Performs duties related to the administration of contracts including Indefinite Delivery Type Contract (IDTC) of firm fixed price type of supplies required by NAVFACFE. Identifies the best possible source from among CONUS and local suppliers, utilizing all approved purchase/procurement means. Directs the preparation of orders or request forms to procure local and CONUS non-standard items. This includes such procurement actions as solicitation of bids, evaluation of price quotations, requesting sample materials and price negotiations. Uses the following systems in the day-to-day operations of the section: Single Platform Maximo. Standard Procurement System and GROUND PORTS.
3. Performs other related or incidental duties as assigned.