横須賀基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	**USNH-16-15**
募集締切日: **Closing Date**	**28 Sep 15**
発行日: **Date of Issue**	**15 Sep 15**

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): 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
U.S. Naval Hospital, Yokosuka
Directorate for Administration, Materials Management Department
勤務場所 Working Place**: 横須賀市泊町 Tomari-cho, Yokosuka-shi**

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
勤務時間･休憩 Work Hours/Recess Period: 0730-1615/1130-1215
☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

6.職務内容 Duties
See attached.

7.資格要件／身体条件 Qualification/Physical Requirements
a. At least 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 System.
c. Skill in operating personal computer such as Microsoft Word, Excel, Access, PowerPoint and Outlook
d. Ability to speak, read, and write English at advanced level.
e. 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： ☐必要なし None ☐初級 Basic ☒中級 Intermediate ☐上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background：N/A

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” ☐ 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 : Civilian Personnel Liaison for MLC		軍電 (DSN) 243-8652
PD No.: USNH-09MMCX-006	PD is accurate and current. Certified by Activity: mk	HRO: (rcvd 9/14) kw

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。

TASK LIST

1. Procures supplies and services using various contracting methods, including Purchase and Delivery orders, Blanket Purchase Agreements (BPA's), and the Government Purchase Card. Procurement methods and procedures shall be in accordance with established rules and regulations such as the Federal Acquisition Regulations (FAR), the DOD Supplement (DFARS), Naval Supply Instructions, and USNH Yokosuka Instructions. Maintains manual or computerized procurement records for all transactions. (55%)

2. Receives and reviews purchase requests and initiates orders for supplies and services. Finds alternate sources of supply and provides recommendations for substitute items, including conversion to prime vendor sources. Determines the adequacy of information for each procurement action (quantity, sources of supply, item description, required delivery dates, specifications, funding, etc). Reviews inventory reorder points for appropriateness. Conducts market research and contacts customers and vendors regarding specifications. (10%)

3. Solicits quotations and prepares postings/synopses for publication in Federal Business Opportunities (FBO) and/or Navy Electronic Commerce Online (NECO). Evaluates quotations received by considering quoted price, transportation and handling charges, delivery date, applicable discounts, packaging, packing and method of shipment. Initiates modifications for orders requiring changes. Maintains detailed documentation of all contract actions and generates reports of activities, when required. Negotiates terms, within budgetary limitations and scope of authority, with potential contractors and forwards to the Contracting Officer for final selection and approval. (10%)

4. Inspects supplies and services upon receipt at destination point. Contacts vendors for non-delivery of supplies or non-performance of services and investigates shortages, overages, and substitutions. Discusses defective or unacceptable supplies or services with appropriate personnel (end users, vendors, and others) to determine source of trouble and take corrective action. (10%)

5. Manage the purchase processes, for up to 7 Purchase Card Holders, using the NAVSUP micro-purchase processes as a command Government-Wide Commercial Purchase Card (GCPC) Command Approving Official (AO). As a subject matter expert, ensures the proper training and execution for procurement processes and documentation, for all of the requirements listed above, are carried out for the Purchase Card Holders assigned under the Approving Official roles, as outlined in Naval Supply (NAVSUP), Bureau of Medicine (BUMED), and Federal Acquisition Regulations. (15%)

6. Performs other related or incidental duties as assigned.

Ability to speak, read, and write Japanese at native language level to communicate with Japanese vendors or contractors.