

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	USNH-09-16	
		募集締切日: Closing Date	28 Mar 16	
		発行日: Date of Issue	8 Mar 16	
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>) <div style="text-align: center;"> Procurement Clerk, #0158 調達事務職 </div> <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		募集人数 No. of Recruitment <div style="text-align: center;"> 1 名 </div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity U.S. Naval Hospital, Yokosuka Directorate for Administration, Material 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 <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (Until 31 Jul 2017) The employment may or may not be renewed or may be terminated prior to the not to exceed date.		
3.勤務時間 Work Schedule (週 <u>40</u> 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 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 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. 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 Contractor Performance Assessment Reporting System. c. Knowledge of customer service concepts and practices. d. Skill in operating personal computer such as Microsoft Word, Excel, Access, PowerPoint, and Outlook. e. Ability to provide information for customer's status inquiries, periodic statistics reporting and other data calls. f. Ability to sort and maintain electronic or paper filing systems. g. Ability to speak, read, and write English at intermediate level (LD2). * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
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				
学歴 Educational Background : 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
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 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" <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate: <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> 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 (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

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.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

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-010-LT

PD is accurate and current. Certified by Activity: mk

HRO: (rcvd 3/3)kw
3/7 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 – Procurement Clerk

Serves as Procurement Clerk as a member of the Contracting Administration. This position reports to the Purchasing and Contract Specialist. This function falls within the Materials Management Department of the U.S. Naval Hospital, Yokosuka, Japan to support a wide range of procurement processes. Tasks for this position include:

1. Collecting and verifying Position Management Action Requests, procurement documents, abstract of bids or contract solicitations, closeout documents and other procurement related materials and inputting data or processing such documents for the pre-solicitation actions through post-award actions, including contract closeouts. (30%)
2. Sorting and maintaining the electronic or paper filing systems for various procurement documents created by the Contracting Division (Personal Services and Non-Personal Services contracting) and other related materials and information (e.g. contractors' past performance information, Contractor Performance Assessment Reporting System (CPARS) information, registered contractors' information, and recurring contracts information) and extracting information from such a system for customers' status inquiries, periodic statistics reporting , and other data calls. (30%)
3. Receiving and reviewing contractor's invoices to ensure that services were provided pursuant to the respective procurement documents, invoices are consistent with payment vouchers and processing such invoices for payment. This also includes, but is not limited to, advising contractors of the required information to complete their invoices. (20%)
4. Providing other administrative support assigned to the division to include, but not limited to, preparing/issuing electronic contract expiration letters to customers, updating leave and invoice tracker, monitoring contract surveillance, distributing electronic procurement documents, maintaining delivery/task orders generated by contract administration offices, assist new contractors with registration on System of Award Management (SAM) and updating profile before it the contract expires and providing customer receipt services. (15%)
5. Performs other related or incidental duties as assigned. (5%)