

横須賀基地空席広報

VACANCY ANNOUNCEMENT

-Reissue-

広報番号 : Announcement No.	SRFJPMC-172-15(R3)
募集締切日: Closing Date	29 Mar 16 1st Cut-off: 16 Feb 16 2nd Cut-off: 8 Mar 16
発行日: Date of Issue	25 Jan 16

1. 職種名 Job title (等級 Grade 6 / 語学等級 LD 3)

Engineering Technician (Naval Architecture), #384 (エンジニアリング専門職〔船舶〕)

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

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

*Those who previously applied for VA# SRFJPMC-172-15~(R2) need not to reapply.

5. 雇用の種類 Type of Employment

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

2. 部隊 Activity

U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center,
Yokosuka (SRF-JRMC), Engineering and Planning Department (C200),
Engineering Division (C241), Naval Architectural Branch (C250),
Structural Section (C250.1)

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: 月曜日 - 金曜日 Monday thru Friday

勤務時間・休憩 Work Hours/Recess Period: : 08:00 - 16:45/12:00 - 12:45

夜勤 Night Shift 残業 Overtime 出張 Business Travel

6. 職務内容 Duties

See the attached

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

- One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, **OR** possession of Master's Degree in a related field may qualify him/her at 1-6 level.
- Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in the naval architectural field.
- Skill in operating Computer Aided Design (CAD).
- Skill in operating personal computer applications such as Microsoft Word, Excel Outlook, and PowerPoint, etc.
- Skill in communicating sufficiently to discuss the progress of work and resolve problems arising from engineering/practical standpoints.
- Ability to make measurements, compute, read engineering drawings and specifications, and to design assigned projects.
- Ability to perform ship check to obtain information, to verify ship's requirement and to suggest alternative plans to ship's officers.
- Ability to speak, read, and write English at fluent proficiency level. (LD-3)

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

1-5: 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 may qualify him/her at 1-5 level.

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 may qualify him/her at 1-4 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																				
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*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</p> <p><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"</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><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.)</p> <p><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</p>																					
<p align="center">9. 応募書類提出先 Office to Submit</p> <p>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.</p> <p>（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ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.</p> <p>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):</p> <table border="0"> <tr> <td>〒238-0001</td> <td>〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table> <p>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.</p> <table border="0"> <tr> <td>2. 外部応募者（非従業員）提出先 :</td> <td>Off Base Applicants must submit to:</td> </tr> <tr> <td>〒238-0011</td> <td>〒238-0011</td> </tr> <tr> <td>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</td> <td>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</td> </tr> <tr> <td>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</td> <td>Yokosuka Branch of LMO/IAA</td> </tr> <tr> <td>管理第一係</td> <td>Management #1 Section</td> </tr> <tr> <td>電話番号 Phone 046-828-6959</td> <td></td> </tr> </table> <p>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.</p>		〒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		2. 外部応募者（非従業員）提出先 :	Off Base Applicants must submit to:	〒238-0011	〒238-0011	神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka	(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Yokosuka Branch of LMO/IAA	管理第一係	Management #1 Section	電話番号 Phone 046-828-6959	
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<p align="center">10. 事務処理欄 For Official Use</p>																					
募集部隊担当 Activity POC : SRF-JRMC MLC Manpower Division (C1160)	軍電 (DSN) 243-5245																				
PD No.: SRFJRMC-250.1-003	PD is accurate and current. Certified by Activity: ko																				
HRO: (rcvd: 7/14) as 7/16 7/16 (8/6) as 8/7 (10/1) as 10/1 (11/10) as 11/12 (1/19) as 1/20																					

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。

Format Rev: 5-30-14

Task List

1. Independently performs ship checks to obtain information on all the phases of assigned Design Service Request (DSR) or job order tasking. Checks ship's structural systems for existing conditions with regard to technical requirements and assigned maintenance, repair or modernization tasking. Takes measurements and makes necessary sketches and notes. Discusses tasking with ship's officers to verify ship's requirements or to suggest alternative plans.
2. Plans and develops detailed design and working drawings, sketches, notes & etc., applying scientific and engineering principles. Work is primarily concerned with hull structural systems design (hull structure, decks bulkheads, superstructure, etc.) and weight and moment analyses by reference to/and application of plans, specification, blueprints, manuals, etc., and by ship checks to clarify additional technical requirements and problems.
3. Makes contact with shop personnel and ship's officers during the progress of work and discusses/resolves problems arising from engineering and practical standpoints. When an unforeseeable problem arises and requires changes in approved plan, exercises judgment and initiative in recommending solutions. Confers with technicians and engineers of other branches for integrating ideas for multidisciplinary projects to work out the best engineering solution with respect to related structures and system.
4. Performs other related or incidental duties as assigned.