

横須賀基地空席広報

VACANCY ANNOUNCEMENT

-Reissue-

広報番号 : Announcement No.	SRFJPMC-233-15(R2)
募集締切日: Closing Date	19 May 16 1st Cut-off: 7 Apr 16 2nd Cut-off: 28 Apr 16
発行日: Date of Issue	18 Mar 16

<p>1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LD <u>0</u>)</p> <p style="text-align: center;">Interpreter-Translator, #102 (通訳-翻訳職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 1-4</p> <p><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</p>	<p>募集人数 No. of Recruitment</p> <p style="text-align: center; font-size: 24pt;">4 名</p>	<p>4.募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant</p>
<p>2.部隊 Activity</p> <p>U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Japan, Production Department (C900), Production Resources Support Division (C930), Technical Work Document (TWD) Translation Branch (C935)</p> <p>勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka</p>	<p>*Those who previously applied for VA# SRFJPMC-233-15/(R)/(R)(A) need not reapply.</p>	
<p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</p> <p>勤務日 Work Days: 月曜日 - 金曜日 Monday thru Friday</p> <p>勤務時間・休憩 Work Hours/Recess Period: : 08:00 - 16:45/12:00 - 12:45</p> <p><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>	<p>5.雇用の種類 Type of Employment</p> <p><input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (<u> </u> ヵ月 Months)</p>	
<p>6.職務内容 Duties</p> <p style="text-align: center;">See attached sheet</p>		
<p>7.資格要件/身体条件 Qualification/Physical Requirements</p> <p>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.</p> <p>b. Knowledge of SRF-JRMC codes/shops operation and ship repair work to translate technical materials/documentations.</p> <p>c. Skill in operating personal computer such as Word, Excel, Outlook, etc.</p> <p>d. Ability to translate technical materials to express ideas clearly.</p> <p>e. Ability to interpret at various meetings and at the command-wide events.</p> <p>f. Ability to accurately translate written or oral statements of routine and non-technical nature from English into Japanese or vice versa.</p> <p>g. Ability to speak, read, and write English and Japanese at exceptional proficiency level.</p> <p>* 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 may qualify him/her at 1-4 level.</p> <p>* Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>		
<p>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional</p>		
<p>学歴 Educational Background : N/A</p>	<p>免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8</p>	

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: Interpreter-Translator, #102-5

GENERAL: The position is responsible to Repair officer/Production Engineering Superintendent for (a) assisting higher level translators in developing translation services on technical manual/instructions used throughout SRF-JRMC; (b) assisting managers in improvement of translation procedures and process in SRF-JRMC including translation systems analysis and implementation; (c) follow the guidance of senior translators to maintain the central source of information of most up-to-date and centralized translated materials in SRF-JRMC; (d) providing interpretation services as required. Assume independent responsibility of routine and non-technical translations which may be edited by supervisors, subject matter experts, and/or senior translators.

DUTEIS AND RESPONSIBILITIES:

1. Performs work involved in translating oral or written statements of routine and non-technical nature from English into Japanese and vice versa. Translates written materials of routine and non-technical in nature such as certificates, personal history statements, listings, incident reports, letters administrative records, and other uncomplicated, quasi-legal and administrative documents.
2. Performs as an interpreter for various meetings at SRF-JRMC. Meetings to attend as an interpreter are as follows, but not limited to: Fleet Maintenance Activity Assessment (FMAA), on-site interpretations for mock-up works at SRF-JRMC Shops, interpretations for internal meetings with USN/USCS senior managers and MLC managers/workers from various SRF-JRMC codes/shops, other meetings/briefings for large/small groups that require interpretation services at SRF-JRMC, and at the command-wide events including Employee Council meetings.
3. Assists senior translators in reviewing various technical documentations translated by contractors for accuracy and suitability for the practical use in SRF-JRMC. Receiving guidance on technical terms that can not to be found in standard technical dictionaries, translates technical materials to express ideas clearly.
4. Maintains the translated manuals and various documents such as Technical Work Document (TWD) Translation Database for use of throughout SRF-JRMC and tenant Commands under the support of Information Technology & Cyber Security (ITACS) Department (C109), Engineering & Planning Department (C200). Assist in the implementation of new application releases or upgrades to the systems.
5. Performs other related or incidental duties as assigned.