

横須賀基地空席広報
VACANCY ANNOUNCEMENT
-Reissue-

広報番号:

Announcement No.

SRFJPMC-100-16L(R)

募集締切日:

Closing Date

6 Jan 17

1st Cut-off: 25 Nov 16

2nd Cut-off: 16 Dec 16

発行日:

Date of Issue

4 Nov 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Training Technician, #393

or

Training Instructor (English), #445

(訓練技術職または訓練技師職[英語])

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-6, 語学能力級 LPL-3 又は Grade-5, 語学能力級 LPL-3

採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A

※資格要件により 6、5 等級の何れかで選考され途中の昇進はありません。
Selection will be made based on the qualification stated in column 7 without promotional potential.

事務系(BWT-1) 技能系(BWT-2) 保安系(BWT-3) 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

2 名

4.募集範囲 Area of Consideration

- 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
 外部 Off Base Applicant

2.部隊 Activity

U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center,
Yokosuka, Administrative Department (C1100),
Language Training Division (C1150), Instructor Branch (C1152)

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: Monday thru Friday 月曜日 - 金曜日

勤務時間・休憩 Work Hours: 8 hours a day between 0730 and 1930
(Shift Work Schedule)

Recess Period: 45 minutes/day

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

Please see attached.

特別な職務状況 Outstanding Working Condition, if any

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

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

<Training Technician, #393-6>

- a. 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.
- b. Knowledge of teaching English as a second language (ESL) and/or English as a Foreign language (EFL) teaching methodologies.
- c. Knowledge and skill in teaching Japanese as a foreign language.
- d. Skill in teaching ESL and/or EFL utilizing various training aids.
- e. Skill in planning and teaching English lessons.
- f. Skill in operating personal computer (MS Word, Excel and Outlook).
- g. Ability to analyze students' needs, evaluate students' academic progress, and make recommendations to adjust training plans.
- h. Ability to exercise initiative, sound judgment, and tact to efficiently manage classroom activities and motivate students.
- i. Ability to develop audiovisual materials and interactive courseware.

<Training Instructor (English), #445-5>

- a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, **OR** completion of 4-years college/university in a related field.
- b. Knowledge of teaching English as a second language (ESL) and/or English as a Foreign language (EFL) teaching methodologies
- c. Skill in planning and teaching English lessons.
- d. Skill in operating personal computer and using MS Word, Excel, Outlook, etc.
- e. Ability to develop audiovisual materials and interactive courseware.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

- * **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”
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.enic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- 運転免許証の写し Copy of Driver's License
- 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。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- 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 (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

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	Off Base Applicants must submit to:
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	〒238-0011
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
管理第一係	Yokosuka Branch of LMO/IAA
電話番号 Phone 046-828-6959	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 : SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-5245

PD No.: SRFJRMC-1152-002-LT/
SRFJRMC-1152-003-LT

PD is accurate and current. Certified by Activity: **mp**

HRO: ms 8/2 ms 9/21
(10/28) kt 11/2 kt

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.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

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: 3-8-16

Task List for Training Technician, #393-6

The purpose of this position is to plan, create, and conduct classroom instruction of English as a second or foreign language at the U. S. Naval Ship Repair Facility Japan Regional Maintenance Center (SRF - JRMC) using the American Language Course (ALC) and other publisher or instructor created materials for local national employees in both general and technical English language directly related to their employment, evaluate student performance and advise the supervisor of the results. The incumbent may also teach Japanese to non-Japanese speaking employees at elementary to intermediate level as required.

The success and quality of class instruction impacts the overall success and effectiveness of English in the workplace. New workers and apprentices, as well as current employees at SRF-JRMC, should have a minimum of functional/survival fluency to interface with English speakers in their work environment. As they progress in their careers, the demand for an increased level of fluency grows. Continual professional development in English will help them perform their duties more effectively. This training is an integral part of the SRF-JRMC Trade Development Program.

A. Plans for Classroom Instruction

1. Prepares daily lesson plans using programs of instruction and instructor texts/guide which prescribe course and unit objectives.
2. Incorporates diversified instruction through specialized training aids and materials such as: electronic media, computer based software and programs, Internet resources, films, advanced writing and reading skills development, analytical grammatical speaking skills, including language laboratory exercises and materials.
3. Identifies daily classroom activities consistent with the objectives of the program of instructions to be taught.
4. Develops quizzes and ad-hoc tests as needed.

B. Conducts Classroom and Language Lab Instruction

Introduction: The majority of training materials used is derived from the Defense language Institute, English Language Center (DLIELC), various English Language Publishers, and Instructor created materials. Teachers conduct classroom instruction using the ALC and other text materials, demonstrating linguistic expertise, knowledge of content and organization of training materials prepared, and skill in identifying and resolving informational language and cultural issues and problems which arise.

1. Controls the decorum of classroom, acting upon routine instances of distraction or disturbance, referring repetitive disciplinary situation to the supervisor.
2. Motivates students to maintain interest and obtain participation.
3. Emphasizes clarity and continuity in classroom instruction.
4. Conducts classes to instruct JN personnel in the use of English, beginning to advanced levels, to prepare them to meet one or more of the objectives of the NSRF English Language Training
5. Follows daily lesson plans, deviating in order to ensure coverage of objectives. For instance, many devise several sample sentences, show or draw pictures, or utilize readily available objects to help student understanding.
6. Creates instructional materials for English for Special Purposes classes (exercises and dialogs, both written and taped), in order to maintain student interest and meet specific lesson objectives.
7. Teaches sound/symbol relationships; suprasegmental concepts and development; analytical skills for grammar/reading/writing skills development; concise, accurate, and factual information on American customs, values, and current events as these issues affect and are reflected in language.
8. Uses techniques appropriate to lesson objectives, students' proficiency levels, and learning styles.
9. Provides factual and technical information necessary to perform classroom activities.
10. Directs classroom and language laboratory activities (both audio/visual and Interactive Courseware) in terms of seating and equipment operation as well as manner of participation.
11. Assigns and corrects daily homework, develops and gives informal quizzes covering previous units to form a basis for evaluating individual student progress.
12. Programs listed below:
 - a. Provides newly hired employees with a basic working knowledge of English to enable them to use technical manuals, job orders, and other materials written in English, and more importantly, to understand and follow orders and directions given in English.
 - b. Improves the aural and oral proficiency of employees whose positions make it likely that they will be sent to CONUS technical and professional training course.
 - c. Develops linguistic skills that are transferable to workplace situations.
 - d. Develops skills in cross-cultural communications for the JN managers to enhance their skills.
 - e. Upgrades the English language proficiency of SRF-JRMC employees whose proficiency is below the level required by their positions to prepare them to assume positions in which great English proficiency is required.

C. Evaluates Students Academic Progress

1. Observes and evaluates student's classroom activities and participation.
2. Reports student absences and instances of tardiness.
3. Assigns ratings based on the student's work, classroom responses,
4. Evaluates student's listening comprehension and speaking ability.

5. Administers prescribed formal tests as scheduled and develops ad-hoc quizzes as needed.
6. Evaluates each student's progress, individual assignments, and classroom participation and performance.
7. Enters test scores, ratings, and performance information on student performance record.
8. Advises the supervisor when a student fails to maintain normal progress.
9. Counsels students in the areas of performance, deportment, attitude, or participation.
10. Conducts extra-help instruction in specific problem areas evidenced by the students.
11. Recommends to the supervisor remediation strategy for specific students, based upon classroom performance, current test results and prescribed student performance standards.
12. Provides recommendations to supervisor.

D. Other

Performs other incidental or related duties as required.

Task List for Training Instructor (English), #445-5

Teaches English to SRF-JRMC JN employees: Provides newly hired employees with the basic working knowledge to enable them to use English language technical manuals and to understand orders and directions given in English, and provides lessons to improve SRF-JRMC employees' English proficiency. Prepares daily lesson plans, evaluates academic progress, collects and keeps record/necessary data for student progress reports, establishes or renews a curriculum guide, suggests text books, develops audiovisual materials and interactive courseware, etc. Acts as an interpreter-translator for staff when necessary. Performs other related or incidental duties as assigned.