

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	SRFJPMC-126-20
募集締切日: Closing Date	4 Nov 20 1st Cut-off: 23 Sep 20 2nd Cut-off: 14 Oct 20
発行日: Date of Issue	3 Sep 20

1. 職名, 職番, 等級, 語学能力級 (LPL), 給与表 (BWT)
Job Title, Job No., Grade, LPL, Basic Wage Table (BWT):

Office Automation Clerk, #606 (オフィスオートメーションクラーク)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):

等級 Grade-4, 語学能力級 LPL-2

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

等級 Grade-3, 語学能力級 LPL-2

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

1 名

4. 募集範囲 Area of Consideration

- I. 現 MLC/IHA 従業員 (部隊内)
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 Ship Repair Facility & Japan Regional Maintenance Center,
Yokosuka, Business and Strategic Planning Office (C1200),
Business Support Division (C1202)

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

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: Monday thru Friday 月曜日 - 金曜日

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

General: Under the general supervision of division head, the position performs various clerical and administrative duties requiring specialized knowledge of office automation hardware and software applications.

1. Prepares a variety of documents (correspondences, messages, C1202 division reports, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Memorandum from Department Head, etc.) of many different styles and arrangements by applying multiple fonts and graphics, merge documents, columns, charts, and tables, etc. and by selecting the most appropriate software based on the nature of the work from various types of software applications such as MSE (such as SUPDESK, COST, MRQT, etc), SharePoint, Word, Excel, Access, Power Point, Outlook, etc. The work requires skill in operating a personal computer, computer terminal linked to a mainframe or local area network, and related equipment such as printers and modems. Additionally, the work requires overall knowledge of SRFJPMC production operations and process, funding procedures and systems, general regulations, policies and instructions to perform the assigned duties.

2. Performs administrative/clerical duties such as maintaining office files, subscriptions, instructions and reference manuals; maintaining office supplies by using purchase cards and following its restriction, guidance and regulations; arranging travels for staffs and incoming officials and visitors; administering time keeping; coordinating meeting's schedules; preparing various reports; and setting up the computer and necessary devices for presentation.

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。

- a. One year of clerical, technical, or administrative work experience in any field, **OR** completion of 4-years college/university in any field may qualify him/her at 1-4 level.
- b. Knowledge of office automation hardware and software applications to develop various reports and briefs.
- c. Knowledge of policies, regulations and procedures governing administrative phases of Strategic Planning, Navy correspondence, office file, office supply and orders.
- d. Skill in operating personal computer and using programs such as MS Outlook Word, Excel, PowerPoint, MSE etc.
- e. Ability to collect and summarize data, and present necessary documents and background information to the supervisor.
- f. Ability to perform a variety of administrative/clerical work such as arrangement of travel, office supply, time keeping, etc.

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

1-3: a. One year of general work experience, **OR** completion of 2-years junior college/2-years of technical school or 4-year degree in any field may qualify him/her at 1-3 level.

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

8.提出するもの Application and Associated Documents

内部応募者（現 MLC/IHA 従業員）の下記必要書類は電子ファイル形式で E メールでの提出となります。提出時にファイルは ZipFile 等に圧縮せずに送信してください。PDF, JPG, JPEG, GIF, PNG 形式のみが有効受付となります。Current MLC/IHA employees must submit all requested documents below in digital format by e-mail. Do not zip (compress) files when you e-mail. Acceptable data formats are PDF, JPG, JPEG, GIF, and PNG only.

- * 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.
- 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.
- (外部応募者のみ For external applicants only) 84 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 84 yen stamp (MPS is unacceptable.)

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)。下記アドレスへの E メール提出のみ有効受付となります。 Current MLC/IHA Employees must submit to Human Resources Office (HRO) Yokosuka by e-mail to the following address:

apply@fe.navy.mil

*この宛先は応募専用です。ご質問等をお送りいただいても、返答致しかねますのでご了承ください

This e-mail address is only for acceptance of job application. No response will be provided to inquiries made to this email address.

*メールのサブジェクトライン (件名欄) に空席広報番号を記載し、募集締切日 (深夜 2 4 0 0 時) までに HRO に着信されるように送信してください。 Please enter VA number in the "subject line" of the e-mail submission. Applications must be received at HRO by the closing date (by 2400 midnight) of the Vacancy Announcement.

*一募集につきひとつのメールにまとめて添付してください。 Please submit all required digitized documents in "one e-mail" per one VA".

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 : SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4947			
PD No.: SRFJRMC-1202-006	PD is accurate and current. Certified by Activity: nw	HRO: (rcvd:8/31) sf 9/1ms 9/1	

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:

2016年2月8日前より継続雇用される現 MLC/IHA 従業員で、2016年2月8日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。
 For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained “level” will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 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。