

Re-Open		告示番号 : Announcement No.	184/185-16
岩国基地MLC空席広報		募集開始日 : Open Date	11/7/2016
IWAKUNI MLC VACANCY ANNOUNCEMENT		締切日 : Closing Date	11/21/2016
Expanded the AOC			
1. 職種名 : Job Title	社会関係 (連絡) 専門職 Community Relations Specialist	5. 募集範囲 Area of Consideration:	
2. 職番 Job No:	0049	<input checked="" type="checkbox"/> 現MLC/IHA従業員 (部隊内) Current MLC/IHA Employees within Activity	
3. 基本給番号-等級 BWT - Grade:	1 - 06	<input checked="" type="checkbox"/> 現岩国基地所属部隊MLC/IHA従業員 Current MLC/IHA Employees on MCAS Activities	
受諾可能な下位等級 Acceptable Trainee Level:	N/A	<input checked="" type="checkbox"/> 通勤圏内の外部応募者 Off Base Applicants in commuting distance	
4. 募集人数 No. of Recruitment:	2 名	<input type="checkbox"/> 日本国内全ての応募者 All applicants reside in Japan	
Those who previously applied for 183/184/185-16 need not reapply.			
6. 部隊 Activity: Government and External Affairs Office 政務・地域対策室			
7. 勤務時間 Work Schedule: 40 hrs/wk, 5 days/wk, Monday thru Friday, 0800 - 1645, Recess: 45 min			
<input type="checkbox"/> CE ポジション Contingency Essential Position 緊急時に出勤する可能性のある職位です。			
<input type="checkbox"/> 断続交替勤務 Intermittent			
<input checked="" type="checkbox"/> 時間外労働 Duty Outside of Scheduled a Workweek Hours			
<input type="checkbox"/> 児童育成に携わる職位 Child Care Services Position			
8. 雇用の種類 Type of Employment:			
<input checked="" type="checkbox"/> MLC		<input checked="" type="checkbox"/> 常用 Permanent	
<input type="checkbox"/> IHA		<input type="checkbox"/> 限定 Limited Term _____ヶ月 Months	
*The period may be extended/shortened. *雇用期間の延長、短縮の可能性あり。			
9. 職務内容 Summary of Duties: Liaison with internal and external agencies in regards to MCASI joint use areas, bilateral working groups, memorandums of agreement, and local implementation agreements. Perform translation that will be used to communicate with external Japanese government agencies such as; Iwakuni City, Chugoku-Shikoku Defense Bureau, and Japanese Self-Defense Forces. Provide direct support during coordination meetings between MCASI personnel and Japanese government agencies such as; Iwakuni City, Chugoku-Shikoku Defense Bureau, Ministry of Defense, and Japanese Self Defense Forces. During these meetings serve as the interpreter for MCASI personnel and provide official translation of comments during the course of the meeting and summary session. Provide cultural interpretation and perspective to MCASI personnel regarding said meetings. Advise MCASI personnel on Japanese customs and courtesies as needed. Travel overnight as required for coordination meetings. Be a primary point of contact in organizing and supervising Community Relations programs, performed by Iwakuni-based units, private organizations and personnel. Be an inquiry point for newly proposed ComRel events and programs, both from on-base and off-base governmental and private entities and individuals. Assist review and routing process of ComRel staff packages, in concert with other department counterparts, to include and not limited to; Adjutant Office, MCCS, Safety, Legal, and Provost Marshal. Organize monthly ComRel meeting and discuss pop-up concerns. Maintain ComRel events log, and ComRel calendar on PAO website. Report Monthly ComRel Report to MCIPAC G-7. Share the total volunteer hours and personal numbers with MCCS volunteer service management. Plan, develop, and execute strategic outreach programs with host nation entities through Community Relations activities. Administrate the use of Atagoyama Joint Use facilities. Plan, develop, and execute strategic outreach programs in Educational field, in concert with M.C. Perry Schools, local Board of Educations, international affairs and exchange offices in municipal governments. Assist the city's College Enrollment Programs. Cover bilingual manpower shortage in assisting ComRel events development, such as routine pre-school visit, nursing home visit, local festivals invite and more.			
10. 資格要件 Qualification:			
1. Must be familiar with Microsoft Office products such as Excel, Word, Access, and Power Point.			
2. Must have an associate's degree in any field or equivalent and/or 2 year experience in an administrative support position.			
3. Must have the ability to speak, read and write the English language where there is a continuous demand to understand, discuss, exchange, and document information on highly technical complex subject matter (LPL-3 or equivalent level).			

In your application, please specifically describe your work experience, knowledge, skills, and abilities related to this job. If you don't provide all the information requested in this vacancy announcement, you may fail to receive proper consideration.			
応募書類に応募職位と直接関係のある職務経験、知識、技術、能力等の詳細を記入してください。空席広報で必要とされている情報を提供しなかった場合は、適切な考慮を受ける事ができない場合があります。			
11. 応募方法: How To Apply:			
申込資格を有し、応募を希望される方は、岩国基地人事部 (建物番号 1、1階) に下記の必要書類を締切日までに民間人事部に提出/郵送してください。			
Eligible employees who are interested in being considered for the vacant position(s) should submit/mail the required documents listed below to Civilian Human Resources Office (CHRO), located at bldg. #1(1F), by the closing date.			

12. 提出する書類 Application and Associated Documents

- 岩国 MLC/IHA 応募用紙 及び 質問書 (ダウンロードするにはこちらをクリックしてください)**
Iwakuni Application for MLC/IHA Employment & Questionnaire (Click here to download)

*の記入はComplete * in 日本語でJapanese 英語でEnglish

- 免許証/修了証/証明書の写し Copy of License/Certificate

- 卒業証明書、同卒業証書の写し Copy of Educational Background

- 英語力の証明書 Copy of Certificate of English Proficiency

*岩国基地民間人人事部でALCPT(LAD)の試験を受けられた方は、証明書を提出する必要はありません。MCCSの従業員は、NAF人事部で語学試験を受けている場合があります。その場合は、証明書を提出していただく必要がありますのでお気をつけ下さい。

- 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、外国人登録証及びパスポート/査証のコピー

For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy

13. 備考 REMARKS

- Current MLC/IHA employees are Permanent, Trial Period, Limited Term, Special Term, Seasonal, Post Retirement Employees and HPT employees. 現MLC/IHA従業員には、常用従業員、試用期間従業員、限定期間従業員、特殊期間従業員、季節従業員、高齢従業員、HPT従業員が含まれます。
- Eligibility for MLC/IHA employment is subject to SOFA and nationality, please contact CHRO for additional questions. MLC/IHAの雇用条件には制限があります。軍属の方や日本国籍以外の方は、人事部へご連絡ください。
- Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements as of the closing date/cut-off date of the announcements. Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. Applications and attachments will not be retrieved for return. 資格条件を確認の上、空席表に指定された必要書類を提出してください。応募資格と資格要件は空席表の締切日までに満たさなければなりません。書類に不備があった場合は選考の対象になりません。申し込み後の書類の訂正および返却には応じることができませんので、あらかじめご了承ください。
- Vacancy announcement may be cancelled or changed anytime. 募集はキャンセルされる場合や変更になる場合もあります。
- The activity management may contact you to schedule a job interview. 募集部隊から面接の連絡があります(書類選考のみの場合もあります)。
- Applicants who have a qualified ALCPT Score are not required to submit a copy of certificate. ALCPTの有資格者は申し込み用紙にその等級を明記すれば、証明書を添付する必要はありません。
- The following tests satisfy the English language proficiency requirements in vacancy announcements. 以下のテストで空席表にある必須の英語力を満たすことができます。

LPL	TOEIC	ALCPT	TOEFL (PBT)	TOEFL (CBT)	TOEFL (iBT)	CASEC	英検
4	860-990	該当なし	600~	250~	100~	該当なし	1級
3	730-859	90-100	550-599	210-249	80-99	870~	準1級
2	550-729	75-89	460-549	140-209	50-79	560-869	2級
1	400-549	65-74	430-459	120-139	40-49	475-559	準2級
準1	350-399	40-64	適用無	適用無	適用無	適用無	3級

PBT: 筆記による試験

CBT: コンピュータによる試験

iBT: インターネットによる試験

- Applicants may apply for more than one vacant position at a time; however, applications and attachments are required to submit for each vacant position. 他職種との併願も可能ですが、必要書類は別々に必要です。
- Vacancy announcements and the above required forms are available at CHRO website 空席表、必要書類などは人事部ウェブサイト:
<http://www.mcasiwakuni.marines.mil/Organizations/Station/CHRO.aspx>
- The phone numbers of military activities are restricted. Please unblock a restricted/unidentified phone numbers. 米軍基地の電話はデフォルトで非通知に設定されています。非通知着信拒否の設定を解除してください。
- Work experience is based on 40 hours per week. (prorated if less than 40 hours per week) Work experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six months of experience. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve months of experience at 60 hours/week is equivalent to one year of experience. 職務経験はフルタイム(週40時間)を基準として考慮されます。経験年数はフルタイム(週40時間)を基準として考慮されます。したがって、週20時間のパートタイムで1年間働いた場合は、フルタイム6ヶ月分の経験がクレジットされます。
- Applications must be received by the closing date of the Vacancy Announcement. Emailed and Faxed applications will not be accepted. 応募書類は募集締切日必着です。Eメールやファックスでの応募書類は受付できません。

14. 問い合わせ先 For Inquiries

内部応募者の問い合わせ先 For Current MLC/IHA Employees

米国海兵隊岩国航空基地 民間人人事部

〒740-0025 山口県岩国市三角町 米国海兵隊岩国航空基地 民間人人事部 (PO BOX 1886)

Misumi-cho, Iwakuni, PO Box 1886 MCAS Iwakuni 740-0025 MCAS Iwakuni Civilian Human Resources Office

☎軍電 DSN 253-4344 受付時間 Customer Service Hours: 0800 – 1630 Monday through Friday(except holidays)

*メールアドレス: miori.fukuda.ja@usmc.mil

外部応募者の問い合わせ先 For Off Base Applicants

独立行政法人 駐留軍等労働者労務管理機構 岩国支部 Labor Management Organization, Iwakuni Branch

ウェブサイト Website: <http://www.lmo.go.jp>

☎電話番号 : 0827-21-1271 受付時間 Customer Service Hours : 0900-1700

月曜日～金曜日 (祭日を除く) Monday through Friday (except holidays)