



岩国基地空席広報

MCAS Iwakuni Vacancy Announcement



空席広報番号 Announcement No.	募集開始 Open Date	締切日 Closing Date
21337 R2 RE-OPEN Those who previously applied for 21337 need not re-apply.	2-May-22	Open Until Filled Cut Off Date: 2nd and 4th Monday of each month
職種名 Job Title	職番 Job #	基本給表-等級 BWT-Grade
管理専門職 Administrative Specialist	#0010	1-5
受諾可能な下位等級 Acceptable Trainee Level	募集範囲 Area of Consideration	
1-4	<input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) <input checked="" type="checkbox"/> Current MLC/IHA Employees within Activity	
募集人数 No. of Recruitment	1	<input checked="" type="checkbox"/> 現岩国基地所属部隊 MLC/IHA 従業員 <input checked="" type="checkbox"/> Current MLC/IHA Employees on MCASI Activity
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"/> 限定期間 Limited-Term <small>(雇用期間の延長・短縮の可能性あり) (The period may be extended/shortened)</small>	<input checked="" type="checkbox"/> 通勤圏内の外部応募者 <input checked="" type="checkbox"/> Off Base Applicants within commuting distance <input type="checkbox"/> 日本国内すべての応募者 <input type="checkbox"/> All applicants reside in Japan
所属部隊 Position Location	基地安全部 MCAS Safety Center	
勤務時間 Work Schedule	40hrs/wk, 5days/wk, Mon thru Fri, 0800-1645, Recess 45 min	
資格要件 Qualification	<p>Target level, BWT1-5</p> <ol style="list-style-type: none"> Must have at least 6 months of clerical, technical or administrative work experience equivalent to the next lower grade level (1-4) in the same line of work. Must be able to read and write, and communicate with customers face to face and over the telephone in English language at LPL-3 or equivalent level. Must be able to read, write and communicate fluently in Japanese. Must have skill in office automation software such as MS-Word, Excel, MS-Access, Outlook and PowerPoint. Must be able to drive regular vehicles (possess driver's license. AT limited is acceptable.). <p>*Preferable to have knowledge of fund management and procurement. *Preferable to have knowledge of DTS system. *Preferable to have knowledge of Navy Correspondence.</p> <p>Entry level, BWT1-4</p> <ol style="list-style-type: none"> Must be able to read and write, and communicate with customers face to face and over the telephone in English language at LPL-3 or equivalent level. Must be able to read, write and communicate fluently in Japanese. Must have skill in office automation software such as MS-Word, Excel, MS-Access, Outlook and PowerPoint. Must be able to drive regular vehicles (possess driver's license. AT limited is acceptable.). <p>*Preferable to have at least 1 year of work experience in any field.</p>	

雇用条件 | Conditions of Employment (*備考要参照 | *See the remarks)

- 時間外労働 Overtime * ミッション・エッセンシャル(M-E) *Mission Essential
 断続交代勤務 Intermittent * 児童育成に携わる職位 *Child Care Position

職務内容 | Summary of Duties

Serves as the Administrative Assistant to the Safety Director, and safety staff. Controls and manages internal administrative procedures by advising and/or coordinating with supervisor and other technicians so that the appropriate administrative operation can be maintained. Provides administrative services to the Safety Director and Staff by receiving all telephone communication and will either answer the callers question or direct the caller to the appropriate section for action or refer to Safety Director, drafting routine correspondence as directed by the Safety Director or someone from the Safety Staff, providing technical and non-technical interpreting service to the Safety Director for the numerous Japanese visitors (Government Officials, Contractors, and Others), typing rough and smooth drafts of letters, memorandums, messages and other correspondence, directives, etc. required by the Safety Director, and preparing all outgoing correspondence to higher commands signed by the Safety Director or for the Commanding Officers signatures to include confidential or sensitive correspondence for the Safety Director, being responsible for establishing the correspondence control system, and managing the administrative requirements of the Safety and Health Management System (SHMS) for Safety Director, Supervisor and staff. Serves as an assistant to safety inspectors and/or safety program administrators in implementing the safety program by participating in explaining and enforcing safety rules and regulations, specifically related to motorcycle, drivers improvement, and civil defense safety programs.

提出書類 | Documents

- 岩国 MLC/IHA 応募用紙および質問書 (ダウンロードは[こちらから](#))
Iwakuni Application Form for MLC/IHA Employment & Questionnaire (Download [here](#))
(記入言語: 英語 in English | 日本語 in Japanese)
* 応募用紙は最新版を使用してください。
Please use the current edition of application forms.
- 資格要件で必須とされている免許証・終了証・証明書の写し
Copy of License/Certificate
- 84 円切手を貼付した応募者氏名住所記入した返信用封筒 (12cm x 23.5cm)
(* Email での申し込みの場合は不要)
A 12cm x 23.5cm envelope filled with applicant's name and residence zip code, address, and stamped with a 84 yen stamp (*This envelope will not be required if the application is submitted via Email)
- 日本国籍以外の応募者は、在留カード及びパスポートの写し
For non-Japanese citizen applicants, a copy of Residence Card and Passport
- *****
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ことができない場合があります。
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.
- 応募方法および備考は次ページを確認ください See the next page "How to apply" & "Remarks"**

応募方法	How to apply
<p><現従業員></p> <p>現従業員の方は、所定応募書類を民間人事部（建物番号1、部屋番号123）に提出、郵送またはEメールにて送付してください。応募書類は募集締切日の締切時刻（午後4時30分）必着です。</p> <p><u>Email アドレス：</u> IWKN_OMB_CHRO_MLC_IHA_Recruitment@usmc.mil * 件名は「広報番号 職位名 名前」としてください（例 20001, Administrative Specialist, Taro Yamada） * ファイルは Zip File 等に圧縮せずに送信してください。 * PDF、Excel、Word、JPG、JPEG 形式のみが受付可能となります。 * 添付ファイルは判読可能な解像度で送付してください。 * 応募書類受領の連絡はありませんのでご了承ください。 * 署名が必要な書類は電子署名するか、手書きでサインしたものをスキャンして送付してください。署名がないものは書類不備となります。</p> <p><u>宛先：</u> 〒740-0025 山口県岩国市三角町 米国海兵隊岩国航空基地 民間人事 部 PO Box 1886</p> <p><外部応募者></p> <p>外部応募者は、LMO 岩国支部へ連絡してください。</p>	<p><Current USFJ Employee Applicants></p> <p>Please submit the required documents via Email or postal mail, or drop them off to CHRO in room #123, building #1 by 1630 on the closing date. Applications <u>must arrive by 1630 on the closing date</u> of each Vacancy Announcement.</p> <p><u>Email Address:</u> IWKN_OMB_CHRO_MLC_IHA_Recruitment@usmc.mil</p> <p>*Note: Enter “Announcement No., Job Title, Name” in the subject (ex: 20001, Administrative Specialist, Taro Yamada) *Do not zip (compress) files when you e-mail. *Acceptable data formats are PDF, EXCEL, WORD, JPG, and JPEG only. *Please send files with readable resolutions. *We do not send e-mail or contact you to acknowledge the receipt of your applications. *Please sign digitally on documents requiring applicant’s signature or send scanned applications with handwriting signature. We do NOT accept applications without your signature.</p> <p><u>Mailing Address:</u> To MCAS Iwakuni Civilian Human Resources Office, Misumi-cho, Iwakuni, PO Box 1886, MCAS Iwakuni, 〒740-0025</p> <p><Off Base Applicants></p> <p>Please contact Labor Management Organization, Iwakuni Branch.</p>
備考	Remarks
<ul style="list-style-type: none"> 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 全ての応募者は提出書類で正確な情報を提供する責任があります。応募資格・資格要件を応募書類を提出する時点で満たしている必要があります。書類不備や応募書類に必要な情報が記載されていない場合、締め切り日時後に提出された応募書類は考慮されません。応募書類及び提出書類は、締切日以降のコピーや返却はいたしかねますのであらかじめご了承ください。 募集はキャンセルされる場合や変更になる場合があります。 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）。 2016年2月8日以降に受けた語学能力級は、以下の換算表を参照下さい。 	<ul style="list-style-type: none"> MLC and IHA have employment conditions. For SOFA members or non-Japanese citizens, please contact CHRO for additional information. All applicants are responsible for providing correct information on the forms. They must meet all eligibility and requirements for qualification at the time they submit the application. Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for selection. Applications and attachments will not be retrieved for return. Vacancy announcement may be changed, or even cancelled without notice. Selecting officials will contact applicants to inform them of job interview schedule. (In some cases, only document screening may be used for selection.) For English test scores certified on or after 8 February 2016, please refer to the conversion chart below.

LPL	TOEIC	ALCPT	TOEFL (PBT)	TOEFL (CBT)	TOEFL (iBT)	CASEC	EIKEN
4 (Exceptional)	860-990	NA	600~	250~	100~	NA	1 st
3 (Fluent)	730-859	90-100	550-599	210-249	80-99	870~	Pre-1st
2 (Average)	550-729	75-89	460-549	140-209	50-79	560-869	2nd
1 (Elementary)	400-549	65-74	430-459	120-139	40-49	475-559	Pre-2 nd
Pre 1 (Minimum)	350-339	40-64	NA	NA	NA	NA	3rd

- 2016年2月8日以前に雇用された従業員は、2016年2月8日以前に取得した英語能力試験の点数、語学レベルは以下の換算表を基に決定されます。

- For current USFJ employees who are continuously employed before 8 February 2016 **AND** who obtained the below English test score before 8 February 2016, please refer to the conversion chart below.

LPL	TOEIC	ALCPT	TOEFL	EIKEN
4 (Exceptional)	795~	86~	590~	1st
3 (Fluent)	645-794	76-85	520-589	Pre-1st
2 (Average)	495-644	66-75	450-519	2nd
1 (Elementary)	345-494	51-65	417-449	Pre-2 nd

- 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。
- 空席表、必要書類などは人事部ウェブサイトでご確認ください。
- 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。
- *ミッション・エッセンシャル (ME)：自然災害、悪天候、テロ活動、放射性物質/有毒ガスの拡散、疫病の発生など、在日米軍施設、人員、現地従業員に危険を及ぼす緊急時に出勤する可能性があります。
- *児童育成に携わる職位：雇用条件として、雇用前犯罪調査および5年毎の再調査を行います。選考された方は職位信任義務同意書に署名し、雇用の確保のために無犯罪であることを証明しなければなりません。

- Applicants may apply for multiple vacant positions at the same time; however, the application and attachment must be submitted for each announcement.
- Vacancy announcement and required application forms are available at the CHRO website.
- Work experience and period of experience will be considered on a full-time basis, 40 hours per week. Part-time work will be prorated when crediting experience for meeting qualification requirements. Ex: an employee working 20 hours per week for a 12-month period is credited with 6 months of experience toward meeting qualification requirements. Also, hours worked in excess of 40 hours per week will not be credited. Ex: an employee working 60 hours per week for a 10 month is not credited with 12 months of experience.
- *Mission Essential Position: a selectee may be required to report to an assigned work place during emergencies such as a natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or any events present a danger to USFJ facility, personnel, LN employees.
- *Child Care Position: as a condition of employment, a criminal history background check will be conducted initially for an individual selected for the position. A re-verification of record will be conducted every five years after the initial investigation. The selectee will be required to sign the Position of Trust Agreement and must maintain a favorable record to remain in the position.

問い合わせ先 | For inquiries

<現従業員向け For current USFJ employees>

民間人事部 CHRO Iwakuni

営業日時 | 月～金 午前8時～午後4時30まで（毎週金曜日午後および祝日を除く）

Operational Hours 0800-1630 Mon – Fri (closed every Friday afternoon and holidays)

軍電 DSN 253-5059/4122/4344

Email: IWKN_OMB_CHRO_MLC_IHA_Recruitment@usmc.mil

<外部応募者向け 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

電話番号 Tel: 0827-21-1271 Operation Hours 営業時間: 0900-1700 ホームページ Homepage Website: <http://www.lmo.go.jp/>