

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcipac.marines.mil/MCIPAC/CampButler/CHRO/MLCIHAAnnouncements.aspx>

Announcement No. **06-13**

Date: 07 Feb 13

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115//098-970-7115）又はメール(chro_jn_empl@usmc.mil)でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #004	Position title: Safety Technician, #287, BWT-1, Grade-5		
MLC F/T, Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, Safety Office			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内に雇用されている MLC/IHA 従業員		Closing date: (提出期限) 14 Feb 13	
Summary of duties: Performs duties pertaining to driver testing and licensing for military personnel, their dependents, DOD civilians, and authorized contractors for privately owned vehicle operator permits. Conducts written examinations and maintains a licensing records database on all applicants for USFJ Form 4. Reviews and interprets official government orders for military and U.S. civilian personnel assigned to Army, Navy and Marine Corps commands. Forwards lists of licensing applicants to the Marine Corps Base, Provost Marshal Office to initiate license back ground checks on individuals to determine eligibility status for license issue. Administers vision tests to ensure proper color identification, recognition, and depth perception, and acuity far for authorized POV SOFA license candidates. Assists in the development of course criteria, facilitates driver safety training, and issues driver licenses to qualified MLC and IHA Japanese employees assigned to operate U.S. GOV's. Translates U.S. military traffic laws into Japanese for training and education of MLC and IHA personnel. Conducts traffic safety lectures and stand downs for host nation employees as assigned and assists with the development, planning, and operation of traffic safety fairs, conferences, and special events. Provides translation of host nation traffic laws into English for training and education of military personnel. Prepares and reviews administrative correspondence (letters, messages, memorandums, etc.) for correctness and proper format. Reviews incoming correspondence, reports, regulations and directives for interpretation and application of office operations.			
Qualification Requirements 資格条件			
1. Must have experience with providing customer service. 2. Must be able to read, write, and communicate fluently in both Japanese and English. (LAD-3 or equivalent). 3. Must have experience with office automation software (e.g. Microsoft Office Suite).			
Required documents		必要書類:	
1. USFJ Form 196aEJ 2. Questionnaire 3. Copies of certificates/licenses 4. Marine Corps Vacancy Announcement Application Form		1. USFJ Form 196aEJ 2. 質問表 3. 免許証・終了証のコピー 4. 海兵隊募集広告応募用紙	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします