

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

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

Announcement No. **08-13**

Date: 08 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 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 #: 009		Position title: Administrative Specialist, #9, BWT-1, Grade-4	
MLC F/T Limited Term (NTE: 8 Nov 13)		Number of position(s): 1	Location: Camp Foster
Organization: Host Nation Support Office, Commander Marine Forces Japan			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 14 Feb 13	
Summary of duties: Serves as Administrative Specialist for HNSO staff by prepares final documents i.e. letters, memos, in proper format as outline in DON, MC or internal procedures. Prepares briefing charts or handouts from Microsoft Office programs. Maintains manual and automated HNSO files. Inputs and maintains data in HNSO database file to include the Uniform, HNSO documents, PCP/JLAC/CP meeting. Makes domestic and international travel arrangements for HNSO staff and the Marine Corps Representative to the Joint Labor Affairs Committee members except task associated with DTS. Coordinates meetings between HNSO staff and other MC, service components and the Government of Japan Officials. Serves as the liaison between NMCI/G6 and the HNSO staff on computer related problems. Prepares and serves refreshments for visiting US and GOJ officials. Performs other administrative duties as assigned.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have a general knowledge of office automation Software.2. Must have the ability to communicate in English and Japanese fluently both orally and writing.3. LAD-4 or equivalent to one of items listed below:<ol style="list-style-type: none">a. TOEIC 730 or higherb. TOEFL 550 or higher (PBT)c. CASEC 870 or higherd. STEP - Pre-1st gradee. Prior experience spent (at least 5 years) in English speaking country.			
Required documents <ol style="list-style-type: none">1. USFJ Form 196aEJ2. Questionnaire3. Copies of certificates/licenses4. Marine Corps Vacancy Announcement Application Form		必要書類: <ol style="list-style-type: none">1. USFJ Form 196aEJ2. 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協力お願いします