

**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. **68-13**

Date: 23 Oct 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](mailto: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](mailto: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 #:099	Position title: <b>Employee Management Relations Technician, #66, BWT-1, Grade-6</b>	
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB, Camp S. D. Butler, Civilian Human Resources Office (CHRO)		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>4 Nov 13</b>
<b>Summary of duties:</b>  Incumbent provides assistance to the Chief, U.S. Program on all issues related to the functional area of responsibility for U.S. appropriated employees. Performs all duties involving providing guidance and assistance to management officials, supervisors, employees on all problems of employee management relations, labor relations and benefits. Provides ready advise regarding employee conduct, discipline, employee group and individual grievances, appeals, communications and morale. Duties include full investigation or resolution of the full range of cases filed. Must be knowledgeable of all applicable regulations, directives and policy letters and precedents. Counsels operating officials and employees on all phases of the Employee Relations, Labor and Benefits program. Coordinates, plans and schedules work with operational elements. Delivers training, seminars, briefings to employee or supervisory group. Develops and designs briefing slides or handouts. Provides U.S. Program chief, HR Director with report on assigned program areas. Develops lists and identifies deficiencies with a timetable for addressing and correcting deficiencies. Performs other related or incidental duties as assigned.		
<b>Qualification Requirements 資格条件</b> 1. Must have an excellent command of the English language both orally and in writing 2. Must be proficient in the use of computers to include MS office applications 3. Knowledge/experience in Human Resources is preferable		
<b>Required documents</b> 1. USFJ Form 196aEJ 2. Questionnaire 3. Copies of certificates/licenses 4. Marine Corps Vacancy Announcement Application Form	<b>必要書類:</b> 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。