

MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集

海兵隊 民間人人事部

How to Apply (応募方法)

- When submitting hard copy application (履歴書を投函する)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。

- Email submissions (メールで履歴書を提出する場合)

Submit to mcipac_chro_jn_empl@usmc.mil に提出

- Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

- Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire Forms may be found at the link below. 求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

- Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
応募を希望する従業員は締切日の 16:30 までに人事部 MLC/IHA 雇用係 (メールによる応募も同様) 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
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

RE-ANNOUNCEMENT

Applicants who applied to Announcement #12-24 need not re apply

Date: 13 Mar 24

Announcement No. 12-24R		
PWO #: 009	Position title: Administrative Specialist, #10, BWT-1, Grade-5, LPL-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Lester
Organization: Defense Policy Review Initiative (DPRI)		
Area of consideration 募集範囲: Japan Wide (MLC/IHAs employed in Japan) 日本国内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 20 Mar 24
<p>Summary of duties: The incumbent carries out a variety of duties as Administrative Specialist and Official Relations Coordinator for the MCIPAC Director, Defense Policy Review Initiative (DPRI) Program Directorate as describe below:</p> <p>Administrative Officer. Directly responsible to the MCIPAC DPRI Director for a full range of administrative functions. Formulates internal administrative controls for US Civil Service and Japanese National employees and provides administrative assistance to staff members. Prepares a variety of documents that are administrative or technical in nature, such as letters, memorandums and meeting minutes. Reviews correspondence prepared for signature for correctness and conformance with the Navy/Marine Corps Correspondence Manual and applicable MCB Butler Base orders. Prepares Temporary Additional Duty (TAD) authorizations and vouchers for the Director, Deputy Director, and Finance Branch Head, and facilitates travel accommodations for official travel.</p> <p>Official Relations Coordinator. Receives and processes visit, meeting, and survey requests for Government of Japan (GOJ) agencies. Independently corresponds and coordinates verbally and in writing, with US Government (USG) and GOJ offices, developing documents and emails as required. Advises the MCIPAC DPRI Director on potential issues and may represent USMC interests in various lower-level meetings with GOJ officials as directed. Maintains internal records of all request coordinations. Takes corrective action when problems arise and/or provide recommendations to management as necessary.</p> <p>Language Specialist/Cultural Advisor. Provides some interpretation and translation from English and Japanese and vice versa. Provides cultural input to the MCIPAC DPRI Director for engagements with GOJ officials.</p>		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Proficient in English and Japanese languages, both written and oral.2. Proficiency in basic office software such as Microsoft Outlook Word, Excel and Power Point.		
Work Schedule: (Mon-Fri): 0730 - 1630		
Required documents/ 提出書類 : <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー <p>注 : 以上の資格証のみを提出してください</p>		

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。
For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.