

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

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、履歴書をメールにて提出して頂く様ご協力をお願いいたします。

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

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/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 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。(Kadena CPO 及び Army JESO への投函は一時停止しております)。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (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。
- 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。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

メール提出についての注意点 Important Notice with Email submission

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

During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email. Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Army JESO drop boxes are closed until further notice.

Application forms: MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

MLC/IHA Announcements, application form are available at below link

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

Submit to: mcipac_chro_jn_empl@usmc.mil

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495. (KAB CPO and Navy HRO drop boxes are closed until further notice)
- Application with required documents must be submitted to JN 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.
- 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.
- For more information: JN Employment Unit, phone: 645-3370/098-970-3370 or email: mcipac_chro_jn_empl@usmc.mil

Announcement No. 226-22		
PWO #: 291	Position Training Technician #393, BWT-1, Grade-6, LPL-3	
MLC F/T Permanent	Number of position(s): 1	Location: Foster
Organization: MCB Camp S. D. Butler, MCCS Division, NAF Human Resources Branch, HR Development		
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) 15 Nov 22
<p>Summary of duties: Based on the MCCS and HRO mission, vision and guiding principles, incumbent independently designs, develops, delivers and facilitates a variety of training programs and stand-alone bi-lingual (English/Japanese) training curriculum in-person, on-line and blended learning to American and Japanese employees. The incumbent must have the ability to apply adult learning theory to participant and leader guide development, class structure and organization to effectively design and integrate supplemental learning materials for NAF and IHA/MLC employees. Independently designs, develops and facilitates in both Japanese and English on courses and workshops that provide leadership, technical, administrative, and softskill learning. These include training programs that consist of series of related learning module over extended period of time for specific participants such as Supervisory Boot Camp for leaders and managers, TOEIC (all levels) for Japanese employees, and stand-alone classes such as Microsoft software training (beginning, intermediate, and advanced levels), New Employee Orientation, Customer Service Training, etc. Applies adult learning theory to in-person and on-line course development (LMS/SharePoint) and how to integrate blended learning to optimize participant learning experience. Identifies learning needs and develops survey/test questions and scenarios to meet learning objectives. Assesses learning needs and applies critical thinking to identify learning gaps and determines appropriate learning objectives. Provides relevant adult learning to support participant transfer of knowledge to the work environment. Monitors feedback to revise content as necessary to ensure content meets participant core needs. Monitors and supports administrative tasks related to daily Employee Development course delivery including course marketing and announcements, scheduling, participant confirmations, training materials, supplies, and equipment. Supports communication and administration of Tuition Assistance for employee undergraduate and graduate degree programs, certificates, licensing.</p>		
<p>Qualification Requirements 資格条件</p> <p>Minimum Requirement</p> <ol style="list-style-type: none"> 1. Bachelor's degree in Education or related fields, OR Two years of specialized experience with interactive training projects which clearly show possession of the necessary skills, knowledge, and abilities to effectively perform the duties of the position, OR A combination of education and experience which clearly shows knowledge, and abilities to effectively perform duties of the position. 2. Ability to communicate effectively, orally, and in writing with various levels of employees from entry to management level. Must be able to speak, read and write English fluently (LPL 3) or equivalent. 3. Experience using Microsoft Office applications (Word, PowerPoint, Excel, Outlook) <p>Additional Qualification Requirements</p> <ol style="list-style-type: none"> 4. Ability to identify and use modern instructional approaches in a cost-effective manner. 5. Knowledge of adult learning styles, learning needs, and delivery of on-line content. 6. Ability to facilitate, develop, and modify training plans, design training courses, and job aids. 7. Critical thinker, self-motivated, detailed and organized, ability to function in a professional team environment. 8. Ability to work on multiple projects under tight deadlines (time management skills). 		
Work Schedule: (Mon-Fri): 0730-1630		
<p>Required documents/提出書類 : 注 : 以下の資格証のみを提出してください</p> <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 3. Copy of Bachelor's degree diploma if obtained お持ちであれば学士号の卒業証明のコピー 		

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.