

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. 39-23		
PWO #: 063	Position Child Development Program Trainee, #51, BWT-1, Grade-2, LPL-2 Title: Child Development Program Assistant, #52, BWT-1, Grade-3, LPL-2 Child Development Program Technician, #53, BWT-1, Grade-4, LPL-3 Note: Grade determination will be made by the management at the time of selection.	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, MCCS Division, Family Care Branch, CYTP, CDC (Chimugukuru)		
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) 5 Apr 23
Summary of duties: Reviews, implements daily schedules/activity plans, and briefs teacher's assistant/program assistant. Arrange room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Interacts with children during programmed activities. Uses approved child guidance and caregiving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Helps children to develop self-help skills. Rocks and holds babies and assists children during family style meals. Assists in planning and conducting an effective child development program to meet the physical, social, emotional and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor. Helps create adult-made games and plays materials and assists with developing a list of needed supplies and equipment for submission to the supervisor etc.		
Qualification Requirements 資格条件 1. Must be able to speak, read and write English (LPL-2 or above). 2. Must have a high school diploma. 3. Must have over one year of child care experience. 4. Available to work at various shifts 5. Background check must be conducted and cleared before employment 6. Must be able to lift and carry children and object up to 45lbs (20Kg) independently and over 45lbs (20kg) with assistance. 7. Must be able to complete pre-employment and annual health checkup and immunization and provide evidence of immunization. (e.g., Annual flu shot)		
Work Schedule: (Mon-Fri): 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730, 0900-1800		
Required documents/提出書類: 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 High School/final academic Diploma: 高校卒業証明書または最終学歴の卒業証明のコピー 注: 以上の資格証のみを提出してください		

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.