

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)

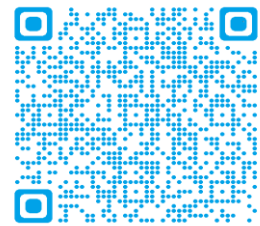
Submit to mcipac_chro_jn_empl@usmc.mil に提出

- 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 or QR code. 求人案内、履歴書は下記リンクまたは QR コードからダウンロードできます

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



Application Form/履歴書

- 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。

Announcement No. 65-24		
PWO #: 088	Position title: Administrative Officer, #484, BWT-1, Grade-6, LPL-4	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: Office of the Chief of Staff		
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) 17 May 23
<p>Summary of duties: 1) Serves as an administrative officer by performing a combination of technical administration management support functions, which are encompassed in the programs of management analysis, office services, human resources (military, U.S. and local national civilian employees), procurement and supply. Receives guidance from the Chief of Staff (C/S) and Deputy Commander (DC) concerning policy tasks and mission as related to administration. Interprets the guidance and distributes information, directions, and tasks to all Divisions of the C/S, arranges for timely submission of required information. Provides guidance and assistant to Division secretaries that includes, but not limited to, fundamental principles and practices of administration, information system technology, grammar, spelling, punctuation, required formats and Naval Correspondence, Marine Corps Directive Control System, Mail and Postal Affairs, Defense Telecommunication Network and Commercial Long Distance Telephone Services, performance evaluations, training and civilian pay procedures and policies, priorities/deadlines. Maintains tracking files to ensure Divisions comply with established deadlines and timetables. Coordinates and evaluates the efforts of functional specialists (Division secretaries) to identify specific requirements to develop and adjust plans and schedules for required support actions needed to meet deadlines.</p> <p>2) Serves as the receptionist for all visitors to the C/S and DC, Headquarters MCIPAC-MCB Butler by greeting guests, announcing visitors to the C/S and DC, scheduling appointments, and providing information and referral on a wide variety of issues that may or may not be related to the C/S and DC. Performs a variety of secretarial duties where the extensiveness of participation is characterized by the devotion of substantial work time on the following representative types of duties. Reviews incoming and outgoing material for proper format, grammar, punctuation, and ensures necessary enclosures and references accompany correspondence. Prepares and submits final requests for civilian personnel actions. Screens telephone and personal callers, which in his/her judgment can be handled by the C/S or DC subordinates or other offices and tactfully refers them as appropriate by personally taking care of many matters and questions including answering substantive questions. Keeps the C/S's and DC's calendar and schedules appointments and conferences without prior clearance in most cases and sees that the C/S and DC are briefed on matters to be considered before the scheduled meeting. Makes travel arrangements (to include requesting Government Aircraft) for the C/S and DC and his/her staff members and prepares various travel vouchers and reports.</p> <p>3) Serve as a Protocol Specialist assisting the Chief of Protocol with the following duties in support of CG. Directs, coordinates, executes, and manages all elements of visits by high-ranking U.S. and foreign dignitaries, military leaders, and members of private industry and academia. Plans and provides oversight for the execution of detailed itineraries based on time and place of arrival, size and significance of group, culture, background, and interests. Coordinates room reservations with on-base lodging facilities for distinguished guest visits. Develops, maintains, and manages a long-range protocol matrix tracking visits of all distinguished, high-ranking visitors to MCIPAC HQs and subordinate commands. Performs a variety of administration functions related to protocol: composes correspondence, to include support requests and letters of appreciation, provides administrative services for visiting officials, and maintain meticulous records of itineraries, talking points, and briefs used for official visits.</p>		
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must be able to speak, read and write English (LPL-4) and Japanese fluently, 2. Must possess executive level secretary/administrative experience. 3. Must have experience with office automation software (e.g. Microsoft Office suite) 		

4. Prefer to have knowledge of Marine Corps Protocol
5. Prefer to have knowledge of Naval Correspondence

Work Schedule : Mon-Fri 0730-1630

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 completion of Naval Correspondence if obtained: Naval Correspondence Class の修了書があれば添付

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.