

MLA/IHA Position Vacancy Announcement

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

MLA/IHA 求人募集

海兵隊民間人人事部

ATTENTION

16. WORK HISTORY 職歴

16. WORK HISTORY 職歴	
LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY). IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ E)	
Clerk, IHA, BMT 2-3 事務職	

Please specify MLA(MLC), IHA, MA(MC)
現職の雇用種類 - MLA(MLC), IHA, MA(MC) を必ずご記載ください

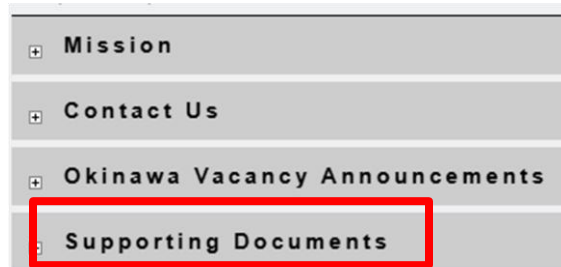
Application forms 履歴書用紙 :

PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたはQRコードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain position title and Vacancy Announcement (VA) number.
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。
- 2) 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。

Due to network instability, we recommend to submit hard copy.
ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

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 雇用係に (メールによる応募も同様) 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。

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.

Announcement No. **102-26**

Date: 23 Jun 26

Position Title : **Supervisory Child Development Program Technician, #53, BWT-1, Grade-5**

MLA F/T, Permanent | Number of position(s): **1** | Location: **Camp Courtney (Chura-Warabi)**

Organization: MCB, Camp S. D. Butler, MCCA Division, Family Care Branch, CYTP, CDC (Chura Warabi)

Area of consideration 募集範囲:

Okinawa Wide (MLA/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)

1 Jul 2026

Task List: Provides developmentally appropriate care and education for children. Performs basic oversight and supervision for designated age group classrooms. Uses own initiative to develop and implement a variety of activity plans as approved by the training and curriculum specialists. Carries out assignments, ensuring activities stimulate and sustain the interests of children, and contribute to their physical, social, emotional, or cognitive development. Reports suspicious of child abuse or neglect. Ensures care is provided in accordance with DoD and MCO inspection standards, NAEYC Accreditation criteria, and that the classroom environment is a safe, healthy, and developmentally appropriate place for children.

Supervises JN personnel in the provision of child care services. Plans, schedules and assigns daily work of subordinate personnel. Controls and/or monitors the flow of work. Coordinates and sets work performance standard of subordinates. Performs required personnel management of duties involving attendance and leave administration, qualification requirements, training, discipline, and resolution of minor complaints. Recommends significant personnel actions such as selection, promotion, and reassignment actions following EEO program requirements. Promotes and practices security and safety procedures and processes. Exercises sound position management of the organization supervised. Responsible for assisting the CDC Director and Assistant Director by closely monitoring daily child care operations and providing direct support and assistance to technicians and program assistants. Serves as quality monitor for the Child Development Center Director and Assistant Director. Ensures sufficient qualified staff is on duty at all times in accordance with staff-child rations mandated by DoD and MCO. Monitors the status of customer service concerns as expeditiously as possible ensuring the Director and Assistant Director are informed of all issues.

Provides on-the-job training to caregivers. Works with Training & Curriculum Specialists to use prescribed and/or locally developed curriculum, materials and resources to meet the needs of the individual staff members. Provides guidance to caregivers in the development of parent conference agendas and activity plans.

Performs first level complaint resolution within the Child Development Center. Researches, complies and evaluates information concerning the complaint, such as allegations of discrimination, environmental concerns, compliance with terms of child care contract agreement, classroom concerns, communication issues, etc. Performs administrative support functions for cases which must be elevated to a higher level. Prepares recurring and special reports. Compiles information submitted by technicians/clerks requiring substantial analysis and interpretation. Assignments encompass a variety of problem situations and are performed with considerable independence. Compiles reports in response to requests from audits, Inspector General (IG), CDC Director/Assistant Director, and others. Prepares charts for briefings on performance and capabilities of CDC, recurring performance/status reports, comparative analysis reports, etc. Informs supervisor of any deficiencies/gaps in reports submission.

** This position requires immunization for communicable diseases (Measles, Mumps, Rubella, Varicella, and seasonal Influenza and Hepatitis-B and other as required).

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Qualification Requirements 資格条件

1. Must have 2 years working experience in a military service childcare or youth program, and must have one of the following:
 - a) Completion of DoD approved Program Assistant training/Modules (Entry, Intermediate and Target Level).
 - b) Associate's degree which includes a major course of study (24 semester hours) with content directly related to the age group to which assigned (for example, Child Development Centers: Early Childhood Education/Child Development, Elementary Education, and Special Education. School Age: Elementary Education, Child Development, Youth Development, and Special Education. Youth Services: Youth Development, Secondary Education, Human Development, Youth Program Administration, Recreation, and Physical Education).
 - c) Bachelor's degree in early childhood or nursery education.
2. Ability to speak, read, and write both Japanese and English, follow verbal and written instructions and communicate effectively orally and in writing. (LPL-3 for English)
3. Must be able to lift and carry children and objects up to 45lbs independently and over 45lbs with assistance as needed.
4. Must be able to obtain and maintain Cardiopulmonary Resuscitation(CPR) and First Aid certifications.
5. Must be able to complete and receive documented verification of required immunizations. (Hepatitis-B, Measles, Mumps, Rubella, Varicella, and seasonal Influenza, and others as required)
6. Must successfully pass health examination and background check (police record check) before and during employment.

Work Schedule: (Mon-Fri) 0530-1430, 0700-1600 or 0800-1700, 0915-1815

Required documents/提出書類 :

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
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. Copies of any other relevant certificates, Bachelor's degree if available. 他に該当する終了証, 該当する学士号のコピー (お持ちの方)

注: 以上の資格証のみを提出してください