

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	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

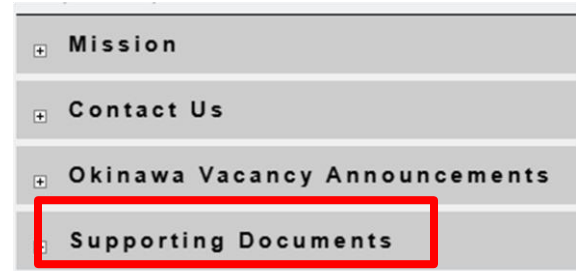
Application forms 履歴書用紙：

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 MLA/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 MLA/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 MLA/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 MLA/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.

Vacancy Announcement No. (空席広報番号):140-26		
Position title: Housing Manager, #88, BWT-1, Grade-5, LPL-3		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, Military Housing Office Dept, Unaccompanied Housing Sec.		
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 MLA/IHA 従業員		Closing date: (提出期限) 28 Aug 26
Summary of duties: 1. Unaccompanied Housing (UH) Program Management a. Serves as UH Manager, responsible for implementing management plans and directives concerning the operation and utilization of housing assets at the camp and planning, scheduling, and coordinating of all major activities for housing projects and facilities associated with the assigned unaccompanied housing facilities/spaces. b. Coordinates with the Unaccompanied Housing Manager (UHM) through the supervisor ensuring responsiveness to unaccompanied housing requirements and to gain command support for projects related to the UH program. Responsible for communicating with tenant units on any issues with the individual or the facilities and ensuring Duty Non-Commissioned Officer (NCO) requirements are met. Report any issues/project requirements to the UHM. c. Implements overall activity plans and procedures for unaccompanied housing assignment, eligibility, and related activities. Determines total unaccompanied housing facilities requirements for assigned units and allocates adequate room space to each unit to ensure unit integrity is maintained to the greatest extent possible. Allocates rooms to all unaccompanied personnel reporting for duty at the camp, ensuring check-in and check-out inspections are carried out for all residents. d. Develop and implement effective resident relations program to encourage a high level of resident cooperation and pride. Implement unaccompanied housing related procedures and instructions. Mediates and resolves a variety of disputes between residents and management that are not resolved by lower-grade staff. e. Enforces compliance with UH directives, fire prevention regulations, and utilities conservation directives to obtain uniformity of operation, equitable unaccompanied housing assignments, and maximum utilization of adequate facilities. f. Processes maintenance work requests for assigned UH facilities in accordance with existing orders. Responsibilities include verifying necessity and scope of requested maintenance, preparing work request with appropriate documentation, assigning work request number and maintaining work request log, verifying satisfactory completion of work request, and coordinating cyclic and self-help maintenance programs through timely dissemination of information and requisition of supplies and materials. g. Implement inspection program by inspecting the operation of assigned facilities to ensure records are current and accurate for resident room inspections, maintenance requested and performed, FF&E replacement, key control, and security. h. Develop and maintain a rigorous key control system. Bills residents and collects for government property damage and/or lost keys. i. Develops and implements a comprehensive self-help program within prescribed policy guidance to provide for and encourage the voluntary participation of UH residents to maintain and improve housing assets. j. Implement annual unaccompanied housing resident surveys to ensure that resident needs are met and quality of life standards are maintained. k. Draft monitors, and correspondence, ensuring requisite files and directives are maintained. Maintains utilization records and prepares eMH Reports, unaccompanied housing room availability, and renovations status used for quarterly reports submitted to Headquarters Marine Corps (HQMC). 2. Sub-Custodian for Furniture, Fixtures & Equipment (FF&E) a. Serves as the Sub-Custodian for all FF&E assigned to support UH activities at the camp. b. Manages the UH Consolidated Memorandum Receipt and ensures that FF&E in the individual rooms is sub-signed to the resident(s) of that room.		

c. Identifies unserviceable FF&E for turn-in or repair and schedule replacement of barracks furniture. Coordinate with UHM to order replacement furniture in accordance with established Military Housing Office (MHO) procedures. Recoups the cost of replacement or repair of furniture due to occupant's abuse or neglect and handles collections in accordance with established UH program regulations and procedures.

3. Technical Oversight for UH Program

a. Provides technical oversight to lower-grade employees, newly assigned US civilian personnel, and/or contractors. Conducts on-the-job training and check for work performance. Recommends necessary personnel actions to the supervisor.

b. Manages local national contractor activities by ensuring base access requests and/or escort service are properly processed and enforcing compliance with established regulations. Also ensure that complaints and discrepancies between contracted service workers and occupants are properly resolved. Serves as liaison/ translator as required.

Performs other duties as assigned.

Qualification Requirements 資格条件

1. Good understanding of English speaking, reading, and writing, at fluent proficiency level (LPL-3 or above) is required. Ability to interpret/translate from Japanese to English and vice versa for visitors and incoming Japanese written materials.
2. Ability to use office automation software such as Microsoft Outlook, Word, Excel, PowerPoint, and Internet.
3. Specialized experience in related fields such as administrative, clerical, and management OR 2-year college graduate OR completion of vocational/ technical school in related field.
4. Able to lift 50 pounds (Approx. 23kg) – may require moving some furniture as a sub-custodian for all furniture, fixtures, and equipment (FF&E).
5. Must have a GOJ Driver's license. (AT only is acceptable).

Other requirement:

Must be able to assist and implement management plans and directives concerning utilization of an organization's housing assets; planning, scheduling, and coordinating major activities for housing projects and facilities; and/or determining unaccompanied housing requirements for tenant organizations.

Work Schedule : Mon-Fri 07:30-16:30 , Recess 1200-1300; Off Sat/Sun

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. Copy of the GOJ Driver's license. 運転免許証のコピー
4. Copy of the required certificates/licenses. その他必要とされる資格等のコピー