

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

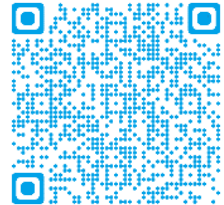
Application forms 履歴書用紙 :

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

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 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。
- 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。

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

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。

We will send acknowledge receipt when we received your resume. If you did not receive our acknowledgement, please contact us at 645-3370/098-970-3370.

履歴書受取後、受領メールを返信致します。返信メールが届かない場合は 645-3370/098-970-3370 までご連絡下さい。

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.

27 Aug 25

Announcement No. 121-25		
PWO #: 172	Position title: Housekeeping Manager, #0086, BWT-1, Grade-4, LPL-2	
MLC F/T Permanent	Number of position(s): 1	Location: MCAS Futenma
Organization: MCAS Futenma, Billeting Office, ILS Department		
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 Sep 25
Summary of duties: Prepares forms necessary to recoup cost of damage to facilities and/or equipment caused by tenant neglect. Prepares reports and correspondence concerning daily operations of billeting services. Assists manager with enforcing compliance with billeting directivities, fire prevention regulations, and utilities conservation directives. Assumes the duties and responsibilities of the Housing Manager in his/her absence. Monitors and verifies the accuracy of monthly utilization reports. Prepares required reports and statistical data for operations. Trains billeting personnel in the proper use of the billeting and the inventory databases. Instructs personnel in proper billeting procedures. Inspects operations for compliance with appropriate orders. Distributes workload to billeting personnel. Oversees working parties. Performs occupant check-in and checkout procedures to include the processing of necessary paperwork, collection of appropriate military orders, and inspection of billeting facilities. Reviews requests for replacement of building personnel support equipment (PSE). Maintains and manages supply accounts. Provides Housing Manager with projected funding requirements for future supply needs. Determines when to reorder supplies. Operates/drives GOV up to 5-ton capacity. Maintains and manages the Bachelor or Billeting Program inventory. Uses automated system to track inventory and performs periodic inventory checks to verify accuracy of records/system. Responsible for bar-code identification of all billeting furniture. Oversees cyclic and self-help maintenance programs. Processes maintenance work requests. Coordinates and inspects performance of contract service workers and independent personnel services workers providing services in MACS Futenma billeting facilities etc.		
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must be able to read, write and communicate in English clearly (LPL-2 or higher). 2. Must have knowledge of basic Microsoft Office Suite Programs. 3. Must be able to obtain and maintain a valid US GOV license. 4. Must be willing to learn new functions and attend training. 		
Work Schedule: 07:00 – 16:00, Mon – Fri, 40 hours a week		
Required documents/提出書類 : <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: 英語能力を証明する書類のコピー 3. Copies of the required certificates/licenses. 必要とされる資格等のコピー <p>注 : 以上の資格証のみを提出してください</p>		