

# 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

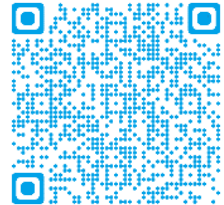
### Application forms 履歴書用紙：

#### 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](mailto: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](mailto: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.

<b>Announcement No. 29-24R3</b>		
PWO #: 003	Position title: <b>Engineer (General), #525, BWT-1, Grade-7</b>	
<b>MLC F/T Permanent</b>	Number of position(s): 1	Location: Camp Lester
Organization: Defense Policy Review Initiative (DPRI)		
Area of consideration 募集範囲: <b>Japan Wide</b> <b>(MLC/IHAs employed in Japan)</b> 日本国内にて雇用されている全 <b>MLC/IHA</b> 従業員		Closing date: (提出期限)  <b>Open till filled</b>
<b>Summary of duties:</b> The incumbent works under the general supervision of the Deputy, Okinawa Consolidation. The primary function engineer is to support the Okinawa Consolidation Program Management Office (OKI CON PMO) in planning, programming, administering, and managing capital improvement projects and programs including MILCON, Japanese Facilities Improvement Program (JFIP), Special Action Committee on Okinawa (SACO), and other related municipal government projects. The primary purpose of this position is to support OKICON Facility Planner/Project Manager conducting long range master planning. Develops and reviews architectural/civil engineering criteria including complicated and large state-of-the-art projects prior to submission to GOJ for each project to ensure technical adequacy. Evaluates technical quality and adequacy, clarity of content, fulfillment of requirements and adequacy of facility support. Coordinates and manages the review and evaluation of general engineering plans and contract specifications prepared by GOJ (Okinawa Defense Bureau ODB) or construction/engineering firms to ensure identification of discrepancies including inadequacies in structure, systems, and functional or performance reliability, and relationship to American standards and requirements. As a representative of the Marine Corps, coordinate architectural/civil engineering design and construction of facility projects to be accomplished by the GOJ. Participates in installation architectural/civil engineering efforts, providing technical assistance to tenant and user activities on all matters of architectural/civil including functional layout, technical requirements, standards and construction scheduling.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Must be a college or university graduate with specialized education in engineering or possess an official engineering licenses, e.g., Kenchikushi *建築士 (Architect), Doboku Seko Kanrigishi *土木施工管理技士 (Civil Engineer), Kenchiku Setsubishi *建築設備士 (Mechanical), Denki Kouji Seko Kanrigishi *電気工事施工管理技士 (Electrical) or Gijutsushi (Consulting Engineer 技術士免許), etc.</li> <li>2. Must be completely and professionally knowledgeable in architectural /civil/ mechanical/ electrical engineering concepts, principles, and practices.</li> <li>3. Three years experience as a civil engineer.</li> <li>4. Must have Design and construction experience.</li> <li>5. Must be able to read, write and speak both Japanese and English.</li> <li>6. Must have the ability to resolve engineering challenges and provide alternative solutions.</li> <li>7. Must have knowledge of Auto CAD, GIS and skilled in operating various computer software.</li> <li>8. Willing to work in the field and military areas.</li> </ol>		
<b>Work Schedule :</b> Mon-Fri 07:00-16:00		
<b>Required documents/提出書類 :</b> <ol style="list-style-type: none"> <li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire: 履歴書&amp;質問票</li> <li>2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> <li>3. Copies of certificates/licenses: 資格証/免許証のコピー</li> </ol> <p><b>注 : 以上の書類のみを提出してください</b></p>		