

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

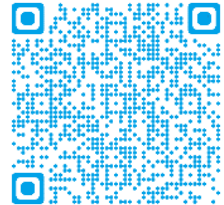
Application forms 履歴書用紙：

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.

9 Jul 25

Announcement No. 69R-25			RE-ANNOUNCEMENT		
PWO #: 081/081A		Position title: Position title: Child Development Program Trainee, #8 BWT-1, Grade-2 Child Development Program Assistant, #9 BWT-1, Grade-3 Child Development Program Technician, #10 BWT-1, Grade-4 Note: Submit only one application, grade determination will be made by the management at the time of selection.			
IHA F/T Permanent		Number of position(s): 2		Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, MCCS Division, Family Care Branch, CYTP Foster CDC, Chimugukuru					
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) 18 Jul 25	
Summary of duties: Reviews, implements daily schedules/activity plans, and briefs teacher's assistant/program assistant. Arrange room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Interacts with children during programmed activities. Uses approved child guidance and caregiving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Helps children to develop self-help skills. Rocks and holds babies and assists children during family style meals. Assists in planning and conducting an effective child development program to meet the physical, social, emotional and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor. Helps create adult-made games and plays materials and assists with developing a list of needed supplies and equipment for submission to the supervisor etc.					
Qualification Requirements 資格条件 1. Must be able to speak, read and write English (LPL-2 or above). 2. Must have a high school diploma. 3. Must have knowledge or experience of childcare. 4. Available to work at various shifts 5. Must be able to lift and carry children and objects up to 45lbs (20kg) independently and over 45lbs (20kg) with assistance. 6. Must be able to complete and receive documented verification of required immunizations. (Hepatitis-B, Measles, Mumps, Rubella, Varicella, and seasonal influenza, and other as required) 7. Must successfully pass background check (police record check) before employment.					
Work Schedule : 0530-1430, 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730, 0900-1800 with an hour recess, 40 hours a week					
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 注 : 以上の資格証のみを提出してください					