

U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

Announcement No. 12-20

Date: 11 Feb 20

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495, Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCEPTED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の16:30までに人事部日本人雇用係（キャンプフォスター建物番号495）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAXでの応募は受け付けておりません。Fosterのパスがない方はAir Force/Navy HROに提出下さい。

PWO #: 013	Position title: Administrative Specialist, #0010, BWT-1, Grade-5, LPL-3	
MLC F/T Permanent	Number of position(s): 1	Location: Foster
Organization: MCIPAC, Equal Employment Opportunity (EEO) Office,		
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 Feb 20
<p>Summary of duties: Assist the EEO Deputy and staff with planning, developing, implementing, analyzing, administering, and evaluating the command's EEO Program. Maintain, input information, and monitor the day to day operations of EEO information databases and tracking systems, serve as point of contact with G6 for MCIPAC EEO website content under direction of supervisor; Maintain EEO Complaint and Reasonable Accommodation files at all levels (informal and formal). Create case file for new complaints and reasonable accommodation requests; Gather documentation and information necessary for responses to investigators and USMC HQ EEO/DON information requests; Process incoming and outgoing mail. Prepare correspondence and memoranda. Distribute EEO notices and information as required. Answer telephones, take messages; Enter, revise, sort, calculate, retrieve, and manipulate data using Microsoft Office Suite applications; Assist EEO Deputy and Staff with schedule maintenance, travel preparation and logistics, calendaring and reminders, Affirmative Program scheduling and logistics and SEP Committee scheduling and logistics; Arrange for proper maintenance of office equipment and supplies.</p> <p>Perform technical work in support of EEO Offices at MCIPAC. Counsel employees on the EEO process. Listen to, discuss, and answer questions of employees or applicants who may wish to file an EEO complaint: determine if the complaint or problem is an EEO matter or not: attempt to informally resolve EEO problems; and, if the matter cannot be solved informally, assist the employee or applicant in preparing a formal complaint; Facilitate intake of complaints alleging employment discrimination in the regional commands/activities, maintains complaint records, and facilitates referral cases; Perform initial intake for individuals, managers or officials who make inquiries regarding EEO issues and needs; Obtain relevant facts from the employee and determine if the problem is an EEO matter: explain EEO complaint procedures. Request information from other employees, the supervisor, manager, staff specialists, and documents pertaining to informal complaints. Define issues, identify relevant facts, and attempt to resolve the problem through discussions with the parties involved. Provide information to the employee in preparing the complaint. Prepare EEO Counselor's reports; prepare case packages to be submitted to Investigations and Resolutions Directorate for formal processing; maintain records and makes other reports as required; Assist with EEO training and briefs as required; assist with preparation of training materials; assist EEO Deputy and Staff with gathering data and preparation of reports and briefs. Assist EEO Deputy and Staff with implementation of Affirmative EEO Programs, including Special Emphasis Programs and SEP Committee functions as determined by annual Management Directive 715 submissions.</p> <p>Perform other incidental and related duties as assigned.</p>		

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Qualification Requirements 資格条件

1. 3 years or more of administrative clerical experience.
2. Must possess LPL-3
3. Experience with EEO concept or experience is preferred
4. Must have experience with computer software (i.e., Word, Excel, Power Point, Access)

Work Schedule (Mon-Fri): 0730-1630

Required documents

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire
2. Copies of certificates/licenses

必要書類:

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表
2. 免許証・終了証のコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力をお願いします。

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

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							

*** LPL の証明書を提出してください。**