

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

ATTENTION

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、**履歴書をメールにて提出**して頂く様ご協力をお願いいたします。

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

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

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 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。(Kadena CPO 及び Navy HRO への投函は一時停止しております)。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) 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。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 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email. Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Navy HRO drop box are closed until further notice.

Application: **MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

MLC/IHA Announcements, application form are available at below link

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

Submit to: **mcipac_chro_jn_empl@usmc.mil**

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495. (KAB CPO and Navy HRO drop box are closed until further notice)
- Application with required documents must be submitted to JN 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.
- Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil

Date: 13 Oct 20

Announcement No. 98-20		
PWO #: 141	Position title: Interpreter-Translator, #103 BWT-1, GRADE-6. LPL-4	
MLC F/T Limited Term NTE: 23 Jul 21	Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, Facilities Maintenance Branch		
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) 20 Oct 20
Summary of duties: Advises and assists the Facilities Maintenance Branch (FMB) and subordinate staff on technical and administrative support. Supports FMB by analyzing, translating, and interpreting presentations on technical and scientific information from periodicals, publications, documents, conferences and meetings pertaining to the overall facilities maintenance activities, including directives, utilities, weather forecasts, etc... Provides written presentations for use by the FMB Officer and staff. Work will be in the form of written presentations, fact sheets, slide shows, Standard Operating Procedures, shop meetings, Municipality meetings etc... The translation of technical and scientific materials must be exacting and requires the incumbent to fully understand the subject materials before communicating this knowledge in writing. Acts as a translator, either verbally or written, for supervisors during formal and informal visits or communications with Government of Japan personnel, Japanese Contractors or other Japanese personnel with local, governmental, military and commercial representatives. Translate technological and specialized documents from Japanese to English and vice versa. Translate technological and specialized subject matters such as environmental, scientific, engineering etc., where required individual study and research by referring to relevant document materials and/or coordinating with other technicians and specialists. Directly assists FMB staff with translation/interpretation of technical surveys, studies, and designs provided by the GOJ from Japanese to English and vice versa. Also provides administrative guidance in reviewing documents. Receives all visitors and telephone calls, often in Japanese. Ascertains nature of call or business of visitors and determines appropriate action. Refers/forward calls and visitors to appropriate personnel or takes message/reschedules meetings as required.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to speak, read and write English (LPL-4) and Japanese fluently.2. Computer proficiency in Microsoft Office Suite.3. Must be able to drive, obtain an US GOV vehicle driver's license.		
Work Schedule: (Mon-Fri): 0730-1630		
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 the GOJ Driver's license.運転免許証のコピー3. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー 注 : 以上の資格証のみを提出してください		

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.