

横須賀基地空席広報 VACANCY ANNOUNCEMENT ***Open Until Filled***		広報番号 : Announcement No.	NS-VA-29-25
		初回選考締切日 1 st Cut-off Date	19 Aug 25
		募集締切日: Closing Date	5 Aug 26
		発行日: Date of Issue	6 Aug 25
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LD <u>3</u>) Housing Manager #309 (住宅管理職) ☒事務系 ☐技能系 ☐保安系 ☐医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration I. ☒ 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. ☒ 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. ☒ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. ☒ 外部 Off Base Applicant This is an open until filled (OUF) vacancy announcement (VA), which will be posted until filled.
2.部隊 Activity The New Sanno Front Office, Front Desk 勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo		5.雇用の種類 Type of Employment ☐ MLC ☒ IHA ☐ 時間制 HPT ☒ 常用 Permanent ☐ 限定 Limited Term (<u> </u> ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 8 hours/day in 24 hours operations (00:00-24:00) 休憩 Recess Period: 1 hour/day ☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel			
6.職務内容 Duties Assists supervisor in the management of a large billeting operation including single, family and distinguished visitor quarters. Assists in the development of billet operating procedures. Recommends such modifications or repairs to quarters and purchase of equipment from billeting fund as will provide for adequate accommodations. Selects sources of supply and negotiates price on local purchase items. Supervises central reservation service. Arranges billeting for distinguished visitors and groups attending conferences or visiting the installation. Supervises collection of billeting fees and maintenance of accounting records. Prepares financial reports. Supervises subordinate personnel engaged in reservation, billeting and maintenance work. Conducts on-the-job training and checks work performance. Recommends necessary personnel actions to supervisor. Exercises administrative control over installation local national dormitories. Establishes procedures, audits funds and screens applicants for quarters to determine eligibility.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field may qualify him/her at 1-5 level. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer such as Microsoft Word, Word Perfect, Excel and Access. d. Ability to communicate effectively with all levels of personnel. Ability to speak, read and write English at fluent proficiency level (LD-3). *A handicapped applicant may be accepted, depending on the degree and kind of disability. 障害のある方については、その程度により考慮します。 * Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national) in Japan will be eligible. * U.S. Citizens (including dual citizenship with US) are not eligible for IHA (HPT) employment.			
英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☒ 上級 Advanced ☐ 特段の能力 Exceptional			
学歴 Educational Background: なし		免許証／修了証 License/Certificate Required : なし	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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下記に示される必要書類の全てが揃っていない場合、選考対象となりませんのでご注意ください。When all of required documents indicated below, your application will not be accepted or considered for this position. 1. ☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) 2. ☒ 専門職務経歴書 Resume of Specialized Work Experience 1 & 2 の記入は Complete in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either 3. その他必要書類等 Other Required Documents ☐ 運転免許証の写し Copy of Driver's License マイナ運転免許証の方は「マイナ免許証読み取りアプリ」等より印刷された免許情報を提出。 For My Number Driver's License, submit the license information printed from the My Number Driver's License Reading Application, etc. ☐ 修了証／証明書の写し Copy of Certificate ☒ 英語の能力を証明するものの写し. Certificate of English Proficiency. TOEIC, TOEFL 等の語学試験結果証明書をお持ちでない方はご自身の英語力（会話、読み、書き）レベルについての自己申告、若しくは英語を使った職務経験を応募用紙の職務経歴欄に記述して下さい。 If you do not have Certificate of English Proficiency Test, such as TOEIC, TOEFL, provide self-statement on the level of your English proficiency (speaking, reading, writing) or describe the work you have performed using English under the work experience section of the application form. ☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport. ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel. NOTE: Retired US military/reservist must obtain approval for employment under foreign government from both the Secretary of State and the Service Secretary from which you retired, and attach the approval letter to be considered. 4. ☒ (外部応募者のみ For external applicants only) 110 円分の切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)。 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and 110 yen stamp (MPS is unacceptable.) *資格要件審査に必要な応募書類ではありませんが、家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』を提出してください The "Questionnaire on Relatives" is not a form essential in screening applicant's qualification. However, if you have any family/relatives who work at U.S. Navy base/facility in Japan, please submit this form. * VA 締切日後の募集進捗状況と過去 60 日の募集結果はこちらからご確認ください。 https://cnrj.cnrc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Yokosuka-Region/		Irregular work schedule including Sat, Sun & Holidays.
問い合わせ先 for Job Inquiries 担当部署／担当者名 Office/POC The New Sanno, Tokyo ニューサンノー人事課 ☎03-6868-2311 (Extension/内線 7047)	提出先 Office to Submit 〒106-0047 東京都港区南麻布 4-12-20 4-12-20 Minami Azabu, Minato-ku, Tokyo ニューサンノー人事課 The New Sanno, Personnel Office ☎03-6868-2311 (内線/Extension 7047)	事務処理欄 For Official Use PD No.: Sanno-41F-002 PD is accurate and current. Certified by Activity: at HRO: (rcvd 8/5) kw 8//

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。