

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号: Announcement No.	NS-VA-48-26
募集締切日: Closing Date	21 Jul 26 1 st cut-off: 9 Jun 26 2 nd cut-off: 23 Jun 26 3 rd cut-off: 7 Jul 26
発行日: Date of Issue	27 May 26

1. 職種名 Job title (等級 Grade 4 / 語学等級 LD 2)

Administrative Specialist #292 (管理事務職)

Acceptable trainee level (採用可能見習い等級): N/A

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

2. 部隊 Activity

The New Sanno Maintenance Department

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

 常用 Permanent
(年齢 18歳~61歳、定年年齢
を上限)
(Age: Ages 18 to 61. Up to the
retirement age.)

3. 勤務時間 Work Schedule (週 40 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

日米政府間で締結された労務提供契約 に基づき雇用される

Employed under a labor services agreement
concluded between the Japanese and U.S.
governments.

限定期間 Limited Term
(12ヵ月 Months or NTE date)

時給制臨時 Hourly Pay Temporary
(HPT) _____ yen per hour

6.職務内容 Duties

Serves as an assistant to the Chief Engineer. Assumes full administrative responsibility for the Maintenance Department and work independently. Maintains and prepares a variety of correspondence, control sheets, reports and memos, etc. Establishes and maintains files and records. Must have a thorough knowledge of rules and regulations of engineering programs and makes commitments on administrative operations. Refers decisions affecting outside organization and policy matters to the Chief Engineer. Contacts with other department managers and outside segments including all governmental, civilian agencies. Informs all department managers in case of emergency shut down as directed by the Chief Engineer. Inputs all engineering reports and records into computer program such as Room Care, Expense, Equipment Record Card, Blueprint, Energy Saving, Furniture Inventory, Checkbook of Expense etc. Follows rules and regulations in preparation of automated Purchase Request. Maintains all confidential matters. Maintains Chief Engineer calendar and reminds him of his appointment, and make appointment as directed. Receives written or verbal requests for maintenance work order requested by departments and records pertinent data such as nature of work, location, requester and classified as to urgency, i.e., emergency, routine, deferred special. Coordinates with proper personnel to gain authority for performance of the work, authorization of funds, inspection of work site and preparation of engineering drawings or sketches. Confers with production personnel to obtain proper shop routing for performance of work. Maintains and records documents to record the progress/completion of work order. Tracks and maintains records on man-hours used per job. Tracks pending work orders and ensures completion. Prepares and sends maintenance daily form, in accordance with the daily work orders to ensure completion. Ensures no work orders are pending for more than 24 hours, unless justified. Ensures all night shift work orders are received in the morning, if pending, ensures completion with day shift staff. Maintains all necessary log books to comply with all rules and regulations with all corresponding agencies. Maintains logs to ensure the sequence of work order numbers. Maintains and logs all preventive maintenance information in accordance with the PM schedule. Follows up and ensures completion of all Rooms out of orders. Maintains and records all work authorization form. Prepares weekly work order report for Chief Engineer.

特別な職務状況 Outstanding Working Condition, if any;
Works on rotation shift, including Saturday, Sunday, and Holidays.

7.資格要件／身体条件 Qualification/Physical Requirements

- a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-years college/university in any field.
- b. Skill in operating personal computer such as Microsoft Word, PowerPoint, and Excel.
- c. Ability to understand regulations and procedures on this work field.
- d. Ability to communicate effectively with all levels of personnel.
- e. Ability to translate routine and non-technical materials from English into Japanese and vice versa.
- f. Ability to speak, read, and write English at average proficiency level (LD-2).

* 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.

Handicapped applicants may be accepted, depending on the degree and kind of disability.

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

8.提出するもの Application and Associated Documents

応募書類提出方法は下記 9 項をご確認ください。 See item #9 below for How to Submit Application Documents.

下記に示される必要書類の全てが揃っていない場合、若しくは下記 9 項の応募方法の指示通りにご応募頂けない場合、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 or instructions on How to Submit Application Documents in item #9 below are not followed, your application will not be accepted or considered for this position.

1. 履歴書 Personal History Statement (196aEJ)

1 の記入は Complete in 日本語で Japanese 英語で English どちらでも Either

2.その他必要書類等 Other Required Documents (内部応募者は、下記にチェックマークで示される書類がある場合 1 つの添付ファイルにまとめてください。 For current MLC/IHA employees, when any of the following documents are check marked, combine them to one file attachment)

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.

3. (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.)

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

<https://cnrj.cnrc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Forms/>

9.応募書類提出方法 How to Submit Application Documents

提出先:

郵送または E-mail にてニューサンノー人事課へ提出。

〒106-0047 東京都港区南麻布 4-1 2-2 0

ニューサンノー人事課

☎03-6868-2311 (内線 7047)

Submit to:

By postal mail or E-mail to the New Sanno Personnel Office.

4-12-20 Minami Azabu, Minato-ku, Tokyo 〒106-0047

The New Sanno, Personnel Office

☎03-6868-2311 (Extension 7047)

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : The New Sanno Personnel Office

軍電 (DSN) 243-7047

PD No.: Sanno-OM-022-LT

PD is accurate and current. Certified by Activity: at

HRO: (revd 5/22)
kw 5/26

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.

勤務時間が週 20 時間 以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance and Pension Plan.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。

VA (IHA) Format Revision: 4-17-2026