

横須賀基地空席広報 VACANCY ANNOUNCEMENT ***Open Until Filled***		広報番号： Announcement No.	NS-VA-05-25	
		初回選考締切日 1 st Cut-off Date	9 Dec 24	
		募集締切日： Closing Date	25 Nov 25	
		発行日： Date of Issue	25 Nov 24	
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>1</u>) Lifeguard #178 (救命職) ☒ 事務系 Administrative ☐ 技能系 Blue Collar Trade ☐ 保安系 Security ☐ 医療系 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 Swimming Pool/Fitness Center 勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo		This is an open until filled (OUF) vacancy announcement (VA), which will be posted until filled.		
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		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)		
6.職務内容 Duties Rescues bathers in danger of drowning and administers resuscitation. Patrols premises to prevent accidents, keeps order, insures cleanliness, and inspects facilities. Assists in conducting swimming meets, arranging additional facilities and officiating at meets. At swimming pools, assists in periodic cleaning and refilling of pool.				
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of general work experience, OR completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Knowledge of customer service concepts and practices. c. Ability to obtain and maintain a Lifeguarding certificate through the American Red Cross after on boarding. d. Ability to speak, read, and write English at elementary proficiency level (LD-1). *Swimming test will be conducted at the job interview. * Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term, 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. * A handicapped applicant 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				
学歴 Educational Background: N/A		免許証／修了証 License/Certificate Required: N/A		

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* ☒ 空席応募用紙 Application for Vacancy Announcement * ☐ 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either ☒ 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』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives” ☐ 運転免許証の写し Copy of Driver's License ☐ 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 (Copy) ☒ 110 円切手を貼付し、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 a 110 yen stamp (MPS is unacceptable.) ☒ 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 Copy		Works on irregular schedule.
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
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)	〒106-0047 東京都港区南麻布 4-1 2-2 0 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)	PD No.: Sanno-OMS-002 PD is accurate and current. Certified by Activity: at HRO: (rcvd 11/20) ks 11/22

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。