

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Open Until Filled

広報番号 : Announcement No.	NS-VA-25-25
初回選考締切日 1 st Cut-off Date	31 Mar 25
募集締切日: Closing Date	16 Mar 26
発行日: Date of Issue	17 Mar 25

1.職種名 Job title (等級 Grade 5 / 語学等級 LD 3)

IT Assistant (General) #84 (情報処理技術補助職(一般))

Acceptable Trainee Level (採用可能見習い等級):
等級 Grade-4, 語学等級 LD-2

☒ 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
Support Services
IT Office

勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo

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: 0600-2000 (8 hours/day)

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 (__ヵ月 Months)

6.職務内容 Duties

Independently or as an assistant to U.S. NAF IT Manager, performs Information Technology (IT) Assistant work in the specialized information technology fields. Applies knowledge of fundamental data processing methods, practices, and techniques sufficient to develop, test, implement, and modify computer programs and operating procedures. Ability to apply and adopt technical requirements and procedures of the information technology and data management functions is required. Assignments include maintenance of personal computers (PCs) and supporting network connectivity; upgrading hardware/ software equipment; modifying software programs; and preserving networking capabilities; etc., that are more complex than those described in the lower level IT Assistant definition. Works with and receives direction and guidance from the NAF IT Manager in the development of new methods, problem resolution, and implementation of system changes in the specialized field. Independently carries out limited specialized projects and assignments, and performs routine duties without detailed guidance from higher-graded specialist or supervisor.

Provides guidance and assistance to resolve routine, standard, and sometimes difficult hardware and software problems. Resolves problems and answers technical questions related to improper input, procedures, instructions, database, or hardware problems. Performs initial analysis on computer related problems to restore system operability. Identifies problems, makes mechanical adjustments, and takes corrective action to solve system malfunctions. Recommends preventive actions to preclude recurring problems or system inefficiencies. Resolves most operating problems and refers only the very unusual problems to appropriate level for solution. Reviews troubleshooting instructions, control procedures, and maintenance checklists for validity. Recommends changes to help desk supervisor as necessary.

As the alternate System Maintenance Manager, assists collecting and analyzing information, coordinating and defining requirements, conducting feasibility studies, and equipment configurations. Performs hardware and software installs, upgrade and patches. Works closely with vendors, headquarters and region program managers. Maintains a physical inventory of all hardware and software. Assists in IT systems life cycle management. Ensures all appropriate documentation is on file. Monitors maintenance contacts for renewal and submits purchase request for support required. Obtains approvals from all required sources. Assists the NAF IT Manager with administrative work such as new user requests, hardware and software life cycle, and other work assigned by supervisor. Trains and assists employees on proper cyber awareness. Installing, maintaining, tracking, and disposing of all IT assets in accordance with applicable instructions.

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-years college/university in a related field.
- b. Knowledge of computer software technology and its application such as POS System, MIS, SAP, etc.
- c. Knowledge of computer programming language concepts and techniques and computer database & file structures.
- d. Skills in researching, analyzing, and solving difficult software/hardware problems.
- e. Ability to communicate effectively with all levels of personnel.
- f. Ability to speak, read, and write English at fluent proficiency level (LD-3).
- g. Ability to work outside of work hours in case of emergency.

*An applicant who does not fully meet the qualification requirements stated above may be considered as a lower grade level as below

1-4: a. One year of clerical, technical, or administrative work experience in any field, OR
completion of 4-years college/university in any field.

*U.S. security check will be conducted as part of pre-employment processing for the selectee.

*選考された方には雇用前手続きの一環として米国のセキュリティ・チェックが実施されます。

* A handicapped applicant may be accepted, depending on the degree and kind of disability.

* 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: 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
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 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" <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> 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 rotation shift, including Saturday, Sunday, and Holidays.
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 4-12-20 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)	PD No.: Sanno-SI-003
		PD is accurate and current. Certified by Activity: at
		HRO: (rcvd 3/14) ks 3/14

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。