

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Open Until Filled

広報番号 : Announcement No.	NS-VA-18-26
初回選考締切日 1 st Cut-off Date	6 Jan 26
募集締切日: Closing Date	16 Dec 26
発行日: Date of Issue	17 Dec 25

1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>1</u>) Housekeeper #2172 (ハウスキーパー職) <input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 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 Housekeeping Office, Housekeeping 勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 時間制 HPT ¥1,410 午後 10 時から翌朝 5 時まで 夜勤給 (25% 割増)	
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 between 07:00-23:00 休憩 Recess Period: 1 hour/day <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Sweeps, dries mops, scrubs and polishes floors, using lightweight vacuum cleaners, brooms and mops. Dusts, waxes, and polishes furniture, door knobs, and other metal fixtures. Dusts ledges, woodwork, and lamp shades. Makes beds and changes bed linens. Cleans, disinfects, and deodorizes sinks, bathtubs and toilet bowls. Cleans mirrors and replaces hand towels, bath towels, wash cloths, toilet tissues, amenities, room folder information, etc. Collects soiled linen and places at pick up points. Maintains adequate clean linen, supplies and equipment on hand to complete work assignment. Informs supervisor when replacement of supplies is needed or equipment is in need of repair. Notes condition of rooms and reports to supervisor broken windows, water leaks, loose or broken furniture, clogged drains and other conditions requiring maintenance. Empties and cleans trash containers. Reports to supervisor when vacated room is clean and ready for inspection. Performs for a minor portion of time, heavy janitorial work such as moving heavy furniture.			
7.資格要件 / 身体条件 Qualification/Physical Requirements a. Knowledge of customer service concepts and practices. b. Ability to perform cleaning/custodial duties. c. Ability to speak, read, and write English at elementary proficiency level (LD-1). d. Must be able to carry/lift up to 55 pounds (25kg) intermittently to move equipment such as chairs, tables, and vacuums. 障害のある方については、その程度により考慮します。 *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 : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 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.

Irregular work schedule including Sat, Sun & Holidays.

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載して下さい。
 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.cnic.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Yokosuka-Region/>

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-42H-004-PT PD is accurate and current. Certified by Activity: at HRO: (rcvd 12/16) kw 12/16

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.

契約期間：1年を超えない期間。当該雇用は更新、または更新されない場合があります、更新させる場合においても最初の採用から通算した雇用期間は3年間を超えない期間となります。Duration of Employment: Not to exceed 1 year. The employment may or may not be renewed. Even when renewed, the total employment period counted from the initial hire will not exceed three years.

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: 米国防務令 10450, 9397; 及び 日本法・個人情報保護に関する法律 (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。