横須賀基地空席広報

VACANCY ANNOUNCEMENT

****Temporary Promotion or Detail Opportunity****
(Period of assignment not to exceed one year)

広報番号：Announcement No.	FEC-PRY31-01T-14
募集締切日: Closing Date	10 Mar 14
発行日: Date of Issue	4 Mar 14

1.職種名 Job title **(等級** Grade **8 ／語学等級** LAD **4)**

Shop Foreman, #493
（ショップフォアマン）
Acceptable trainee level (採用可能見習い等級): N/A

☒ 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

***Current NAVFAC FE, PRY31 Employee ONLY**

2.部隊 Activity
Naval Facilities Engineering Command Far East 極東海軍施設技術部隊
Facility Sustainment Department (PRY31)
Recurring Maintenance Division (PRY312)
勤務場所 Working Place: **横須賀市泊町** Tomari-cho, Yokosuka-shi

3.勤務時間 Work Schedule **(週 40 時間制** hrww **)**
勤務日 Work Days: Monday – Friday (月曜日 – 金曜日) 5 days a week
勤務時間 Work Hours: 0800-1645（1 日 8 時間）8 hours a day
休憩 Recess Period: 1200-1245 （1 日 45 分）45 minutes a day
☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

5.雇用の種類 Type of Employment
☒ MLC
(Temporary assignment NTE 1 year)
☐ IHA ☐ HPT
☐ 常用 Permanent
☐ 限定 Limited Term **(_**ヵ月 Months **)**

Selected employee will return to his/her permanent position upon completion of 1 year assignment, or prior to the completion per operational requirement.
一時的な任命のための募集です。
1 年以内でも部隊都合によってもとの職位に戻ることがあります。

6.職務内容 Duties

See attached

7.資格要件／身体条件 Qualification/Physical Requirements
a. One year of specialized technical or administrative work experience at 1-7 level in the related work
b. Knowledge of mission, functions and organization of Facility Sustainment.
c. Knowledge of NAVFAC FE missions, objectives and procedures.
d. Skill in applying comprehensive range of principles, concepts, and practices concerning facilities with complicated technical requirements.
e. Skill in oral and written communication.
f. Ability to supervise and manage a large workforce with a strong leadership and tactful supervisory skills.
g. Ability to speak, read, and write English at exceptional proficiency level in order to communicate with customers and upper management on work related issues/problems.

* 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

学歴 Educational Background：N/A | 免許証／修了証 License/Certificate Required：7/8 欄参照 See blocks 7 & 8

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** ☐ 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) ☒ 82 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 82 yen stamp (MPS is unacceptable.) ☒ 日本国籍以外の方は、在留カード(又は外国人登録証)及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card (or Alien Registration) and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目４番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

１．内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO))：
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001
神奈川県横須賀市泊町１番地
PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152

〒238-0001
1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所１階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。 毎日午前０６００時より、午後０６００時までこの箱への応募書類の提出が可能です。
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

２．外部応募者（非従業員）提出先：
〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル４階
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)
管理第一係
電話番号 Phone 046-828-6959

Off Base Applicants must submit to:
〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

受付時間：月曜—金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : BD2	軍電 (DSN) 243-7275	
PD No.: FEC-PRY312-001	PD is accurate and current. Certified by Activity: MAT 14 Feb 14	HRO: (rcvd:2/14) hh 2/27 kw 2/27

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.

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。

Task List

Announcement No. FEC-PRY31-01T-14

General: Acts as the civilian head of a major shop rendering logistics support to the Seventh Fleet and/or its supporting activities. Plans, directs and implements the total industrial efforts of the shop in the conversion, modification, major maintenance and repair of vessels of the fleet and/or shore facilities. The shop is characterized by diverse occupational trades of high skill and constant and highly complex coordination with other shops and customers as to how and when the work will be accomplished. Incumbent supervises a large work force and other staff specialist in the shop through two or more subordinate layers of supervision.

Duties and Responsibilities: Plans and organizes the shop work structures into effective and cohesive work forces capable of meeting its mission requirements in an effective, economical and timely manner. Directs the implementation of Production Department/ Yokosuka Operation Group policy within the shop. Participates in the planning of all work which affects the shop. Acts as advisor to various levels of the Command management relating to such matters as feasibility of workload commitments, changes in work schedules, plant expansion, equipment modification, etc. Defines responsibilities, and delegates authority to carry out such responsibilities. Controls overall administration of the shop or organizational segments, including such personnel matters as safety, training, leave, performance rating, grievances, discipline, employee suggestions, and the like.

Plans short and long range shop production work, determining work priorities and balancing workload among subordinate units by appropriate distribution of work forces; assignment of projects; and allotment of manpower, equipment and material. Personally directs the accomplishment of specific major work operations, coordinating work plans with other shops and customers to process frequently changing work requests and schedules in order to complete the projects in a timely manner within allotted project funds. Work requirements from customers are very rigid as to how and when the work will be done and requires frequent changes and additions to the original plans.

Utilizing a thorough knowledge of the trades involved and applying sound knowledge of management and leadership principles, ensures that the shop is effectively, efficiently and economically operated; studies or reviews studies of production problems and puts into effect improvements in operating procedures and work methods. Reviews quality and quantity of work by means of personal observation, own experiences, reports and discussions with subordinate supervisors.

Responsible for shop funding, budgeting and cost control; and maintenance of projects within allotted funding.

Performs other related or incidental duties as assigned.