

U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. 89-16

Date: 3 Nov 16

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCEPTED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16:30 までに人事部日本人雇用係 (キャンブフォスター建物番号 495、2階) に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係 (645-3370) までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 104	Position title: Recreation Specialist, #225, BWT-1, Grade-4	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCCS Division, Business Ops Br, Food and Hospitality Sec, Entertainment		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 10 Nov 16
Summary of duties: Determines logistical and supplies needs, equipment and production requirements to execute all program/special events: open festivals, concerts and any special events such as AFE and USO celebrity tours, live entertainment, club entertainment, any other MCCS events; coordinates with the contractors for equipment and sound/stage crew rental/loans; negotiates and executes estimates of all rentals for manager's approval; prepares stage layouts/floor plans by using Microsoft VISIO; in consultation with supervisor, establishes all phases of technical planning for each event and implements accordingly. Supervises staff, sets up, operates public address system (PA) and monitors musical sound systems and various lighting systems during events for proper operation. Evaluates entertainment events and provides recommendation to improve and events. Advises FMB and MCCS Club on sound and lighting requirements for new club projects or system upgrade. Provides inventory and maintenance on all MCCS entertainment equipment. Implements routine inventory and maintenance schedules, updates and installs new equipment within the MCCS clubs as well as performs maintenance and minor repair of broken equipment to include repairs and maintenance at camp Fuji. Operates 4-ton truck to load and unload equipment from Entertainment warehouse to event sites and vice versa.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have a 4-ton truck driver's license.2. Ability to communicate in English orally and in writing (LPL-2)3. Ability to use Microsoft Word and Excel spreadsheet4. Must be able to work a flexible work schedule to include weekends and holidays.5. Must be able to travel to outer camps to perform duties at those locations.6. Must be able to lift 50 pounds.		
Work Schedule: Mon-Sun, Shift: 0800-1700, 1000-1900, 1100-2000, 1200-2100, 1300-2200, 1500-2400, 1600-0100, 1900-0400, 2000-0500, 2400-0900 *after midnight shift is only for special events.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses	必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。

LANGUAGE PROFICIENCY LEVEL (LPL) 語学能力級

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

*** LPL の証明書を提出してください。**