

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

<http://www.mcbbutler.marines.mil/BaseInformation/ConsolidatedHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **02-14**

Date: 8 Jan 14

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. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

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までに人事部日本人雇用係（キャンプ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。応募はFAX (DSN: 645-7115//098-970-7115) 又はメール(chro_jn_empl@usmc.mil)でも受け付けます。(10枚以内に限りです)。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #042	Position title: Safety Technician, #287, BWT-1, Grade-5		
MLC F/T, Limited Term (NTE: 3 Apr 14)	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, Safety Office			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内に雇用されている MLC/IHA 従業員		Closing date: (提出期限) 17 Jan 2014	
Summary of duties: Primary duties include the accumulation of data from internal and external agencies for consolidation into various formats in order to measure and recognize changes in amounts and quantities from past reports along with the validation of changes with activities or organizations supplying the original information in order to verify the accuracy of the figures given. Assures consistency in approach, treatment, and presentation, makes necessary adjustments in data to secure consistency and uniformity, evaluates the data in terms of currency, pertinence, and usability and makes estimates where data is missing based upon corollary information, previous reports, or consideration of factors which influence the subject matter field. The work regularly involves computation through use of basic arithmetic principles, e.g., computing percentages, averages, and ratios. Assists in investigating accidents related to industrial, hazardous materials, training, home and recreational safety to determine causal factors and to recommend appropriate action to prevent reoccurrence. Prepares and processes accident reports and compiles statistical data on such factors as accident classification, costs, and casual factors for U.S. government and Japanese local national personnel.			
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must be able to develop statistical analysis, trend analysis, and cost analysis from various reports. 2. Must be proficient in mathematical equations and formulas consisting of standard deviation, graphs, charts, percentages, ratios, and averages. 3. Must be able to speak, write, and read English at a minimum proficiency level equivalent to LAD-2 4. Must be competent in computer data bases to include Excel, PowerPoint, and Microsoft Word. 5. Must have knowledge of the internet and be able to conduct research on various data. 			
Required documents		必要書類:	
<ol style="list-style-type: none"> 1. USFJ Form 196aEJ 2. Questionnaire 3. Copies of certificates/licenses 4. Marine Corps Vacancy Announcement Application Form 		<ol style="list-style-type: none"> 1. USFJ Form 196aEJ 2. 質問表 3. 免許証・終了証のコピー 4. 海兵隊募集広告応募用紙 	

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