

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

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

Announcement No. **06-14**

Date: 30 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 #: 007	Position title: Real Property Specialist, #182, BWT-1, Grade-6	
MLC F/T Limited Term Not to exceed 2 years	Number of position(s): 1	Location: Camp Foster
Organization: DPRI, Okinawa Consolidation		
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) 6 Feb 14
Summary of duties: Performs work pertinent to real estate functions for facilities on all camps affected by the Okinawa Consolidation effort. Including accountability, acquisition, disposal, and utilization of real property, coordinating with Government of Japan agencies, local government offices, various US organizations to include major claimant to assure efficient accomplishment of real estate activities. Advises the OkiCon Program Management Office (OkiCon PMO) on all matters pertaining to real property administration. Bring to their attention all real estate public relation problems and matters of general interest by gathering information from newspapers, Japanese Government agencies, etc. Assists in the accomplishment of all real estate transactions executed within assigned areas. Conducts inspection of joint use areas, land areas being requested for release and outgranted areas to insure that provisions mutually agreed to are being observed. Checks and confirms the facility boundary lines. When encroachments are identified to take corrective action by coordinating with encroachers, Okinawa Defense Bureau and local community leaders. Liaisons with Japanese government offices at the national, prefectural, and local levels and provides interpretation during meetings between the USMC and GOJ etc.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to read, write and speak both Japanese and English fluently.2. Must have ability to translate and interpret oral statements or written documents form English into Japanese and vice versa.3. Must have knowledge of computers and skilled in operating various computer software.4. Willing to work in the field and bushed areas.5. 4 years college graduate is preferred.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/22. Questionnaire3. Copies of certificates/licenses	必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/22. 質問表3. 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。