

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

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

Announcement No. **12-15**

Date: 18 Feb 15

**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 ACCPETED \*\*\***

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毎切日の 16 : 30 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 4 9 5、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。**

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|---|---------------------------------|---|--|
| PWO #: 011  |                                 | Position title: <b>Training Technician, #269, BWT -1, Grade-6</b> |  |
| <b>IHA F/T Permanent</b>  | Number of position(s): <b>1</b> | Location: Camp Foster   |  |
| Organization: MCB Camp S. D. Butler MCCS Division, NAF Human Resources Office   |                                 |   |  |
| Area of consideration 募集範囲:<br><b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b><br>沖縄県内にて雇用されている全 <b>MLC/IHA</b> 従業員  |                                 | Closing date: (提出期限)<br><b>27 Feb 15</b>                          |  |
| <b>Summary of duties:</b><br>Based on the MCCS and HRO mission, vision and guiding principles, incumbent independently designs, develops, delivers and facilitates a variety of training programs and stand-alone bi-lingual (English/Japanese) training curriculum in-person, on-line and blended learning to American and Japanese employees. The incumbent must have the ability to apply adult learning theory to participant and leader guide development, class structure and organization to effectively design and integrate supplemental learning materials for NAF and IHA/MLC employees.<br>Independently designs, develops and facilitates in both Japanese and English on courses and workshops that provide leadership, technical, administrative, and softskill learning. These include training programs that consist of series of related learning module over extended period of time for specific participants such as Supervisory Boot Camp for leaders and managers, TOEIC (all levels) for Japanese employees, and stand-alone classes such as Microsoft software training (beginning, intermediate, and advanced levels), New Employee Orientation, Customer Service Training, etc.<br>Applies adult learning theory to in-person and on-line course development (LMS/SharePoint) and how to integrate blended learning to optimize participant learning experience. Identifies learning needs and develops survey/test questions and scenarios to meet learning objectives.<br>Assesses learning needs and applies critical thinking to identify learning gaps and determines appropriate learning objectives. Provides relevant adult learning to support participant transfer of knowledge to the work environment. Monitors feedback to revise content as necessary to ensure content meets participant core needs.<br>Monitors and supports administrative tasks related to daily Employee Development course delivery including course marketing and announcements, scheduling, participant confirmations, training materials, supplies, and equipment.<br>Supports communication and administration of Tuition Assistance for employee undergraduate and graduate degree programs, certificates, licensing.<br>Performs other related or incidental duties as assigned. |                                 |   |  |
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## Qualification Requirements 資格条件

### Basic Requirements:

- Bachelor's degree in Education with emphasis in instructional design, curriculum development, or related fields or three years of specialized experience with interactive training projects which clearly show possession of the necessary skills, knowledge, and abilities to effectively perform the duties stated above, or a combination of education and experience which clearly shows possession of the necessary skills, knowledge, and abilities to effectively perform the duties stated above.
- Must be willing to work on weekends, on an as-needed basis, due to organizational requirements.

### Qualification Requirements:

1. Ability to design training courses, job aids, and training and performance improvement materials.
2. Experience using Microsoft Office applications (Word, PowerPoint, Excel, Outlook, Access and SharePoint), Adobe Captivate, Articulate Studio, Storyline to design and develop training courses and materials.
3. Experience with integrating learning models into a Learning Management System (LMS) or similar learning systems.
4. Ability to identify the most effective and incorporate leading-edge instructional approaches in a cost effective manner.
5. Instructional design background including knowledge of adult learning theory, learning styles, assessing learners' needs, and delivery of Web-based content.
6. Ability to communicate effectively, orally, and in writing with various levels of employees from entry to management level. Must be able to speak, read and write English fluently (LAD-4)
7. Demonstrated experience in conducting presentations to groups of varying sizes and groups varying from entry to management level.
8. Demonstrated experience in facilitating, developing, interpreting, reporting, and modifying training plans within an organizational or corporate environment.
9. Must be conceptual thinker, self-managed, self-motivated, and possess the ability to function well in a professional team environment.
10. Strong work ethic and attention to detail.
11. Ability to work on multiple projects simultaneously under aggressive deadlines (project management and time management skills)

### Required documents

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire
2. Copies of certificates/licenses

### 必要書類 :

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表
2. 免許証・終了証、資格などのコピー

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をお願いします。