

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

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

Announcement No. **13-14**

Date: 28 Feb 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 #: 019	Position title: Classification & Wage Technician, #0037/#0038 BWT-1, Grade-5/6	
MLC F/T Permanent	Number of position(s): 2	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, Civilian Human Resources Office, JN Program Section		
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 Mar 14
Summary of duties: The positions will perform the following duties: Provide full-fledged position classification/advisory services to supervisor, management, and employees. Make recommendations on JN position classification as appropriate and advice for improvements on JN position structure. Classify JN positions in various occupational classes and grades by analyzing position descriptions and conducting desk/telephone audits, including interviewing JN employees and /or management/supervisors. Provide evaluation statements that support the classification according to MLC/IHA classification job definition manuals. Validate current and accurate position descriptions and the documentation needed to support the classification of those position descriptions. Advise supervisors to develop or update position descriptions as current and accurate. Review Special Work Allowance (SWA) requested by organizations and provides feedback and advice to JN Classification Unit Chief for further process to Government of Japan for final approval.		
Qualification Requirements 資格条件 3 year of progressively responsible experience in administrative, professional, technical, investigative, or other responsible work, which is equivalent to at least BWT1-5, that demonstrates the ability to: (1) Provide management advisory services; (2) Analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (3) Plan and organize work; and communicate effectively orally and in writing in both Japanese and English at exceptional proficiency level (LAD-4). (4) Specialized experience in position classification or position management is highly desirable.		
Remarks: 1. Written test will be conducted in English and Japanese prior to the interview. 2. Determination of level will be made by management at the time of selection.		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses	必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. 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。