

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

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

Announcement No. **16-14**

Date: 6 Mar 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 #022	Position title: IT Assistant, #373, BWT-1, Grade-5		
MLC F/T, Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, Installation 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 Mar 2014	
Summary of duties: Serves as the ISO main point of contact on all computer and information systems related to issues that include time sensitive data calls, tracking applications/equipment, requesting/ordering new equipment, maintaining network website/share portal/share drive resources as required. Plans, develops, and implements EDP procedures relating to database programs used in daily ISO operations. Prepares and maintains database worksheet programs in areas of Safety and Occupational Health (SOH) training, reviewing information systems data, files, and records and independently consolidates information for periodic reports. Provides timely assistance to ISO staff members on information systems equipment applications and personal workstations, ensuring problems which can't be resolved at the incumbents level is forwarded to the appropriate agency for resolution and tracked until corrected. Develops databases and other computer applications that assist in managing safety related programs. Works effectively with activities responsible for providing computer based systems support and information technology assistance, coordinating computer refreshes, repairs, and technical upgrades as necessary. Prepares training certificates for all personnel that attend ISO SOH training courses and enters those individuals information that successfully completed course requirements, into a repository database etc.			
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must be able to speak and read English at a minimum proficiency level equivalent to LAD-4. 2. Must be competent in computer data bases to include Access, Excel, PowerPoint, and Microsoft Word. 3. Must have knowledge of the internet and be able to conduct research and coordinate events and activities with external agencies. 4. Must be able to perform in a fast paced and always changing environment. 5. Must be able to work in adverse weather conditions requiring long periods of standing, bending, reaching and stretching. 6. Must have a valid driver's license and be able to operate a government vehicle up to 1.5 tons. 7. Must be able to lift 40 pounds without assistance. 			
Required documents <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses 		必要書類: <ol style="list-style-type: none"> 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