

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

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

Announcement No. **31-14**

Date: 24 Apr 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 #: 044	Position title: Training Instructor, #0444, BWT-1, Grade-4		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Hansen	
Organization: MCB Camp S. D. Butler, G-3, Combat Camera Center			
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) 1 May 14	
Summary of duties: Establish and maintain proper chain of custody for non-expendable equipment for the management of Combat Visual Information Center (CVIC) property account. Conduct quarterly inventories of all equipment. Provides Instructor/Operator training as required by the Multiple Integrated Laser Engagement System (MILES) and Indoor Simulated Marksmanship Trainer (ISMT) users, and CVIC personnel who issue and recover temporarily stored MILES and ISMT. Conduct instructor/operator 3-day training class. Performs operator preventative maintenance on all ground-training devices under the control of the Director, CVIC/Combat Camera Center. Ensure all training devices are working properly. Received telephoned or written requests for films and projectors from various organizations. Recommends appropriate films based on the purposes of presentation. Plans, schedules and conducts training for AV equipment operators. Trains projector operators in the effective presentation of the proper handling and operation of projectors, care and maintenance of equipment, etc. Performs work involved in taking still or motion pictures in black and white or color including a wide variety and range of subjects involving some problems of special, motion, color contrast, and lighting. Assignments require considerable attention to means of artistic presentation, evaluation of color difference, and achievement of quality work. Typical duties are; takes pictures of equipment, models machinery which require emphasis on detailed mechanisms; photographs special events and happenings; etc., including setting up and operating equipment and positioning and posing subjects. Perform other related or incidental duties as assigned.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Ability to perform filing, typing and other clerical work.2. Ability to operate office automation and will use computer to accomplish daily tasks.3. Ability to communicate in English and Japanese both orally and in writing.4. Perform collateral duties as a photographer.5. Possess or be able to obtain a GOV driver's license.			
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 & Questionnaire2. Copies of certificates/licenses		必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 & 質問表2. 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。