

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

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

Announcement No. **36-14**

Date: 9 May 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枚以内に限ります）。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

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| PWO #: 047 | Position title: IT Assistant (General), #548, BWT-1, Grade-5 | | |
| MLC F/T Permanent | Number of position(s): 1 | Location: Camp Foster | |
| Organization: FE Div, Facilities Systems Management Br. | | | |
| 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) 19 May 14 | |
| Summary of duties: Performs Information Systems Coordinator (ISC) duties. Under general guidance of the FE ISC, enters, updates, and reviews user information on the online database. This task requires ability to record the user and workstation information accurately and enter database information correctly. Assists the FE Division ISC in responding to data calls from G-6 to include inventorying of information technology (IT) assets which may require the incumbent to perform physical work, moving furniture, and lifting IT equipment up to 40 lbs. Translates procedural documents from English to Japanese and develops supplementary documentation both in English and Japanese to ensure the FE users (over 1,200 personnel) meet the IT related requirements enforced by G-6. Logs in phone/email requests for service. Determines type of service and either responds to request or routes to appropriate person to handle. Under general supervision of team leaders within FSMB, assists in the administration of Facilities Engineer enterprise systems, which include MAXIMO, SharePoint, and GIS. Duties will include fielding, tracking, and resolving technical support requests, applying server patches, performing database backups, and adding and administrating users and permissions. Also, performs periodic hardware upgrades, which can include server memory, PCI modules, and hard drives. | | | |
| Qualification Requirements 資格条件 <ol style="list-style-type: none">1. A Bachelor's degree in computer science, information management or related discipline is preferred.2. Experienced and knowledge in information management system, relational database, and software administration.3. Fluent in both Japanese and English. (LAD-4 or equivalent). | | | |
| Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses | | 必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 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。