

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

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

Announcement No. **40-14**

Date: 2 Jun 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](mailto: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](mailto: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 #: 056	Position title: <b>Administrative Officer, #484, BWT-1, Grade-6</b>	
<b>MLC F/T Limited Term (NTE: 10 Apr 15)</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: FE Div, Environmental Affairs Branch, Recycling Section		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>10 Jun 14</b>
<b>Summary of duties:</b> The purpose of this position is to serve as the Administrative Officer to support the operational management of the Qualified Recycling Program (QRP). The incumbent directly works for the Supervisory Environmental Protection Specialist. The make-up of the program encompasses all MCB on Okinawa and provides guidance for all QRP-related contracting issues. In addition, the incumbent provides operational guidance/recommendations for the QRP program located at MCB Camp Butler. Incumbent is the point of contact on all matters associated with the QRP. Incumbent works as the lead specialist to assist the Marine Corps Bases on Okinawa in meeting their service specific goals and objectives. The incumbent assists in developing work plans geared towards the organizational success of the QRP. Promotes QRP interest and awareness, on both recycling and environmental issues, as well as preparing and presenting lectures for commanders at all levels on subjects in which comprise the program. Provides guidance and direction to Camp/Station Commanders and Commanders/Executives from military installations in which the QRP has operational control and administrative reporting responsibility. Implements and monitors effectiveness of recycling pick-up points and routes through coordination with general customers, Camp Environmental Coordinators, Camp /Base/Station Commanders and until POCs. Coordinates program efforts with internal activities and external agencies. Provide customer service. Performs work on behalf of higher authority.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>3 years of clerical or administrative work experience OR one year of specialized experience in the same time of work out the next lower level or 4 year college graduate.</li><li>Ability to speak, read and write Japanese and English at advanced proficiency level (LAD-4), exceptionally high comprehensive level and fluency in English and excellent oral and written communication skills are desirable.</li><li>Must be able to translate from English to Japanese and visa-versa both orally and written Japanese skill should be at least at Japanese senior high school graduate level.</li><li>Must have a general knowledge of office automation software.</li><li>Must possess a valid driver's license.</li></ol>		
<b>Required documents</b> <ol style="list-style-type: none"><li>MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>Copies of certificates/licenses</li></ol>	<b>必要書類:</b> <ol style="list-style-type: none"><li>MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>免許証・終了証のコピー</li></ol>	

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。