

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

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

Announcement No. **40-15**

Date: 6 Jul 15

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, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****
For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

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の 16 : 30 までに人事部日本人雇用係 (キャンブフォスター建物番号 4 9 5、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。お問い合わせは日本人雇用係 (645-3370) までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 066	Position title: Management Analyst, #117, 118, 119, BWT1-4/5/6		
MLC F/T	Number of position(s): 1	Location: Camp Foster	
Organization: MCB Camp S. D. Butler, G-1 Division, Organization Development Office (ODO)			
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) 20 July 15	
Summary of duties: Performs work involved in the study, analysis, evaluation, development or improvement of functional and managerial processes in support of the Organizational Development Office's mission. Independently or as a team leader conducts reengineering, organizational, and process review associated with organizational development and continuous process improvements, which is a high-priority program for reviewing day-to-day business practices and creating more efficient processes that are more effective and less costly. Performs organizational studies to uncover operating problems and inefficiencies; discusses improvements with operational managers and assists them in implementing the recommended course of action. Provides training for employees and supervisors in work simplification and improvement methods in order to help enable functional area managers to effect changes in their activities that improve efficiency and effectiveness, while maintaining or improving productivity and quality. Consult with high-level supervisors to promote organizational strategic and functional program goals, and objectives and coordinate changes in methods between the separate organizational elements within Marine Corps Butler and Marine Corps Installations Pacific. Assists in the planning and scheduling of meetings with organizations for management process reviews; interviewing employees to obtain information on work activities and processes; mapping complex business processes; and preparing complex software-based models of work processes.			
Qualification Requirements 資格条件			
<ol style="list-style-type: none">1. Must be able to read, write, and communicate fluently in both English & Japanese. (LAD-3 or equivalent)3. Must be familiar with desktop software to include spreadsheets, word processors, databases, and graphic applications.3. Must demonstrate the intellectual potential to be able to study, evaluate, develop or improve functional and managerial processes to support the ODO.4. Must possess personal character traits beneficial toward working as a contributing member of a team in conducting reengineering, organizational, and process review associated with Process Improvement and Organizational Development.5. College degree in a business related field is preferred.			
NOTE: Determination of grade level will be made by management at the time of selection.			
Required documents		必要書類:	
<ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		<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。