

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

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

Announcement No. **44-15**

Date: 31 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。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 #: 070	Position title: Community Relations Specialist, #49, BWT-1, Grade-6	
MLC F/T Permanent	Number of position(s): 1	Location: Foster
Organization: G-3/5 Division, MCIPAC		
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) 6 Aug 15
Summary of duties: Performs as an advisor and official interpreter/translator to the Assistant Chief of Staff (AC/S) G-3/5 Division. Advises the AC/S G3/5 and Commanding General, Marine Corps Installations Pacific (MCIPAC) – Marine Corps Base Camp Smedley D. Butler (MCB Butler) on political/military (PoMil) impact to operational and training issues between the U.S. Marine Corps (USMC) and local and national governmental agencies, as well as private entries. Provides the AC/S G-3/5 direct interface with Okinawa Defense Bureau (ODB). Provides advice and assistance to the AC/S G-3/5 with the Central Training Area (CTA), Northern Training Area (NTA), Ie Shima, Camp Fuji and other training areas in Japan. Assists in coordinating plans and implementing policy regarding land and airspace usage with the Government of Japan (GOJ) and ODB. Supports the AC/S G-3/5 with Japanese language and translation requirements, both orally and in writing. Assists in representing MCIPAC – MCB Butler at meetings and negotiations between the GOJ and ODB and various entries of the U.S. Government (USG) regarding USMC and other U.S. military services use of designated training areas in Okinawa, and other training areas in Japan. Provides advice, assistance and support to the AC/S G-3/5, staff members, commanders, Camps and Air Stations through information, materials and briefings concerning local, regional and national U.S./Japan. Provides the AC/S G-3/5 with direct interface with the Japanese Self Defense Force (JSDF) on issues relating to shared and bilateral usage of JSDF training areas. Perform other related or incidental duties as assigned.		
Qualification Requirements 資格条件 1. Must have interpreter/translator experience. 2. Must have an English level of LAD-4 and be able to read, write communicate in both English and Japanese 3. Must have a driver's license 4. Must be well versed with using computers, such as Microsoft Word, Excel 5. Must be flexible with working hours. There will be overtimes, TAD, working on a weekend...etc		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 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をお願いします。