

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

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

Announcement No. **58-14**

Date: 22 Jul 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\\_emp@usmc.mil](mailto:chro_jn_emp@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。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（[chro\\_jn\\_emp@usmc.mil](mailto:chro_jn_emp@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。

<b>PWO #:078</b>	Position title: Training Technician, #393, BWT-1, Grade-6	
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB, Camp S. D. Butler, G-F Division, Environmental Affairs Branch		
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 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) <b>28 Jul 14</b>
<b>Summary of duties:</b> The position works closely with each Camp's Environmental Coordinator to act as a technical expert providing environmental training, requirements and advice to ensure camps maintain compliance awareness with US Forces Japan (USFJ) requirements under the Japan Environmental Governing Standards (JEGS). The position also coordinates and arranges training from US government and US/Japanese Universities for scientific trainings. Oversight on environmental training for all MLC operations and tacit farmers.  Prepares a variety of lesson plans which adequately provide the proper amount of environmental and hazardous waste training commensurate with assigned responsibilities of the students. Develops training aids to ensure that important issues are emphasized and understood and that the course work remains interesting. Utilizes audio visual equipment. Conducts environmental and hazardous waste training classes for military and civilian personnel. Class duration and contact vary depending on individual needs of the students. Provides training to large number of personnel needing limited hazardous waste training.		
<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 line of work at the next lower level OR 4 year-collage graduate.</li><li>Knowledge of or familiar with Japan Environmental Governing Standards (JEGS) and U.S. Environmental Protection Agency (EPA) is preferable.</li><li>Must be comfortable with public speaking in both English and Japanese to conduct various types of environmental training, such as new comers military personnel orientation, MLC Environmental Compliance Course, etc.</li><li>Must have the ability to speak, read and write English at advanced proficiency level (LAD-3), exceptionally high comprehensive level and fluency in English and excellent oral and written communication skills are desirable. Japanese skill should be at least at Japanese senior high school graduate level.</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。