

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

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

Announcement No. **60-14**

Date: 12 Aug 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 #084	Position title: Purchasing and Contract Assistant, #414 BWT-1, Grade-5		
MLC F/T, Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, G-4 Division, Regional Contracting Office			
Area of consideration 募集範囲: Japan Wide (MLC/IHAs employed in Japan) 日本国内に雇用されている MLC/IHA 従業員		Closing date: (提出期限) 21 Aug 2014	
Summary of duties: Responsible for the award and administration of complex supply and service requirements above \$100,000. Performs Pre-Award and Post Award functions to include Acquisition Strategy Planning, Market Research, Solicitation Development, Contract Award, and Contract Performance Management. Interprets contract laws in order to provide the most legally sufficient and effective contracting strategies in support of the customer and their mission. Organizes Acquisition Strategy Planning Team, meets with customer, reviews purchase request, specifications, drawings, and government cost estimate, for adequacy and to ensure full and open competition. Conducts Market Research to determine availability in the commercial market place and the feasibility of adapting commercial practices to fulfill the needs of the government. Prepares recommendation for award, justifies basis of award decision. Completes contract award, including specifications, and required clauses, prepares for Contract Action Review Board and Legal Council review, to ensure compliance with applicable policies and regulations, and to determine legal Sufficiency. Forwards to the Contracting Officer for final award. Monitors contract or performance through correspondence, site visits, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, and other terms and conditions stated in the contract etc.			
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)2. Must have a minimum of two years clerical, technical or administrative work experience in related work or completion of 24 hours of college courses in a Business related field.3. Must have experience with office automation software (e.g. Microsoft Office Suite).4. Must have familiarity with the Federal Acquisition Regulation (FAR) and all supplements thereof or US Government Contracts.5. Have familiarity with the process of contract solicitation, proposal preparation/evaluation, negotiation techniques, contract award/modification and contract administration procedures. Promotion potential level to Purchasing and Contract Specialist, #415, BWT-1-6			
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