

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

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

Announcement No. **84-14**

Date: 28 Oct 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。

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| PWO #114 | Position title: Information and Editorial Specialist, #95 BWT-1, Grade-6 | | |
| MLC F/T, Permanent | Number of position(s): 1 | Location: Camp Foster | |
| Organization: MCB, Camp S. D. Butler, Consolidated Public Affairs 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) 6 Nov 2014 | |
| Summary of duties: Writes, adapts, rewrites, edits and proofreads manuscripts in both Japanese/English and reviews publications for style, design, layout, grammar, narrative structure, paragraph order and editorial aspects prior to layout and design of production ready proof that meets publishing objectives. Collects and integrates new items, literary articles, pictures and other informational material suitable for MCIPAC Japanese/English publications. Conducts interviews, takes photos and rewrites articles under the guidance of the Director of MCIPAC Public Affairs. Maintains close working relations and coordination with the MCIPAC PAO content producers, the MCIPAC G-7 Community Relations Officer and individual Community Relations Specialists assigned to each installation. Develops and continually maintains a broad distribution database of relevant, influential and or interested individual persons, offices, and organizations that publications are mailed or delivered to. Acts as an interpreter/Translator when required. Assists in media relations by performing interpreter and escort duties when tasked etc. | | | |
| Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have comprehensive knowledge of journalistic reporting in both English and Japanese (LAD-4).2. Must have the knowledge and experience with digital photo editing and desktop publishing software.3. Must have the knowledge of basic photography techniques using a digital single lens reflex (SLR) camera.4. Must have the ability to perform verbal and written translation between English and Japanese.5. Must possess a valid driver's license (manual/automatic).6. Must have a working knowledge of Microsoft Office software including Word, Excel, PowerPoint and Outlook. | | | |
| 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