

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

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

Announcement No. 95-14

Date: 01 Dec 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, 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毎切日の 16:30 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。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 #: 145/146	Position title: Interpreter-Translator, #102/103, BWT-1, Grade-5/6	
MLC F/T Permanent	Number of position(s): 2	Location: Camp Foster
Organization: MCB Camp S. D. Butler, Defense Policy Review Initiative (DPRI)		
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) 10 Dec 14
Summary of duties: Interprets in bilateral technical meetings between the FRF PMO and Government of Japan representatives and/or their contractors, including but not limited to the Okinawa Defense Bureau, Ministry of Defense, Ministry of Land, Infrastructure and Transportation, Japanese Civil Aviation Bureau, on matters pertaining to FRF facilities planning, design, construction, and post-construction warranty. Preparation for such meetings include studying technical terms, references, codes and other related information. Translates technical documents from English and Japanese and Japanese to English for communicating with Government of Japan representatives. Documents to be translated include, but are not limited to, engineering designs for architectural, mechanical, civil, electrical, and communication disciplines, design review comments, technical manuals, analysis reports, official and e-mail correspondences, meeting agendas and presentation materials. Liaisons with internal and external agencies regarding design reviews, technical working groups, and other meetings. Types rough and smooth drafts of letters, memorandums, messages and other correspondences, and prepares outgoing correspondences to higher and adjacent commands to be signed by the FRF Planning Officer or the Supervisory General Engineer etc.		
Remarks: Determination of grade level will be made by management at the time of selection. Promotion potential level to Interpreter/Translator, #103, BWT-1-6		
Qualification Requirements 資格条件 1. Must be fully fluent in English and Japanese languages, both written and oral (LAD-4 equivalent). 2. Proficiency in Microsoft Work, Excel, PowerPoint and Outlook required. 3. Bachelor's Degree or equivalent work experience.		
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・終了証などのコピー

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。