

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

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

Announcement No. 67-15

Date: 20 Oct 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毎切日の 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 #: 105	Position title: Information and Editorial Specialist, #273 BWT-1, Grade-5	
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: 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) 27 Oct 2015
Summary of duties: Has primary responsibility for content of the "Marine in Japan" Japanese language website. This involves researching, gathering, updating and translating into Japanese the information which is posted to this site by our EDP Specialist. Specifically, the incumbent must regularly contact and gather information from other on-base agencies to ensure all areas of the site are current. Additionally, that information must be translated into Japanese. Also involves weekly translation of Okinawa Marine newspaper articles for posting to the site as well as translation, as necessary, of other military-specific information. Translation ranges from everyday language to complex, military-unique terminology and information which must be translated so as to be comprehensible to the general public. Performs duties and tasks associated with administrative regulations and operations including resources analysis, procurement and supply, and personnel administration. Makes key decisions on pertinent administrative matters in the absence of the public affairs chief. Assists media section in escorting local media and answering local media queries. Translates Japanese newspaper articles and monitors and provides English transcript of local television broadcasts 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. Prefer 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, Power Point 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。