

United States Army Japan Merit Promotion and Placement Vacancy		雇用の種類/Employment Type MLC 常用	施設名/Location 経ヶ岬通信所(京都府)/Kyogamisaki Communication Site
空席広報番号/Announcement No. MLC(III)22-114-01 *Re-Announcement*	募集期間/Opening Period 23 Nov 22 – Open Until Filled (1 st Cut-off: 7 Dec 22, thereafter every Wednesday)		募集範囲/Area of Consideration すべて/All
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Administrative Specialist, #9, BWT 1-4		基本給/ Basic Wage BWT 1-4 : ¥195,500 ~	
部隊名/Organization 14 th Missile Defense Battery		各種待遇等/Benefits & Allowances 住宅手当/Housing Allowance: 月額最高 28,000 円(28,000yen/month (max.) 通勤手当/Commuting Allowance: 月額最高 55,000 円(55,000yen/month (max.) 社会保険年金完備、扶養手当、マイカー通勤可	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) *Those who have applied for MLC(III)22-114 do not need to re-apply. *E メールに履歴書等必要書類を添付して応募する場合は、メールの件名に空席広報番号（例：MLC(D)17-001）を入力してください。また添付ファイル名にご自身のお名前をローマ字表記で含めるようにしてください/Please include Announcement Number in the subject line when applying by e-mail. Your name must be included in a file name of attached documents. **最新版の申請用紙を使用しない応募は無効になります。必要書類すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。Failure to use the most current application and to submit all the required information and documents, means you lose consideration for the position. 申請用紙 / Applications : <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) 申請用紙の記入言語 / Language to complete applications : <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well) <input checked="" type="checkbox"/> 英語力の証明書のコピー (ALCPT、TOEIC L&R®, TOEFL®, CASEC, 英検のいずれか) /Copy of English certificate (ALCPT , TOEIC L&R®, TOEFL®, CASEC or EIKEN) <input type="checkbox"/> 日本の運転免許証のコピー/Copy of Japanese driver's license <input type="checkbox"/> 最高学歴の卒業証明書のコピー/Copy of diploma of highest education completed. 最低必要応募資格基準の注釈(**)をご覧ください/ Please see the note (**) under MQS requirement <input checked="" type="checkbox"/> その他/Other Please attach copy of the required license and certificate. / 必要資格・証明書の写しを添付してください。外国籍で永住権をお持ちの方は在留カードまたは特別永住者証明書のコピー (両面) を添付のこと/For those who have a permanent residency of Japan must attach a 採用までに提出するもの/ Additional Documents Required Before Hiring 最高学歴の卒業証明書の写し/Copy of diploma of highest education			
応募方法/To Apply 上記の書類を締切日までに担当の人事課まで郵送もしくはEメールで送信してください。締切日の午後3時必着。ファックス及び宅配便での応募は受理できません。提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail/E-mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. Applications sent through fax and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.		年齢/Age 18歳~59歳、定年年齢を上限 Ages 18 to 59, Up to the advanced age of 60	
提出先 Email: usarmy.zama.usarpac.mbx.usarj-g1-ln-application@army.mil 郵送 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 101, W137 在日米陸軍 日本人事務所 雇用課 MLC(III)22-114-01		Submit To Email: usarmy.zama.usarpac.mbx.usarj-g1-ln-application@army.mil Address: Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000 Name: JESO, G1, USARJ MLC(III)22-114-01	

職務内容 / Duties:

1. Controls pedestrian and vehicular traffic entering and leaving Kyogamisaki Communications Site (KCS) including the inspection of identification of personnel. Ensures that only authorized personnel and vehicles are permitted to enter; checks documents such as personal badges, passes, and property authorizations, denies entry or exit if necessary. Issues visitor permits after obtaining clearance from organization involved. Provides assistance and direction to visitors in order that they may reach their destinations. Opens, closes, and locks the main gate. Contacts Security Officer or contractor to help screen and inspect vehicles. Reports suspicious incidents or persons outside KCS to security contractors or Security Officer. Monitors security cameras for suspicious activity and reports to security contractors or Security Officer.
2. Answers telephone calls at the front desk from civilian guards and military personnel to relay messages to the concerned personnel.
3. Maintains the site visitor log and issue badges according to the SOP's directed by the Security Officer. Records a daily desk journal noting protests, incidents, and any other security concerns. Daily submits logs and journals to the Security Officer. Helps to track and record dates and times visitors and deliveries will be coming to KCS.
4. Takes appropriate mandatory trainings. Performs other related duties as assigned.

最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

Must have at least one (1) year of general work experience** OR Completion of two (2) year junior college/university or technical or business school**.

****When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

要求される英語力レベル / Required Language Proficiency Level (LPL):

Language Proficiency Level 2: Average proficiency

* 職務に必要とされる英語力レベルについての詳細はホームページ上を参照ください。

Please see our website for detail information on the required LPL.

要求される雇用条件 / Required Condition of Employment:

勤務時間/Work Schedule

週 40 時間制/Hours Per Week (Shift Work between 0600-2300, Shift Patters: 0600-1500, 0900-1800, 1400-2300, Recess: 1 hour)

月/M 火/Tu 水/W 木/Th 金/F 土/Sa 日/Su

変則勤務/Irregular Shift Work

1. Must be able to work overtime or temporarily adjust work schedule as needed.
2. May be asked to be available to work for irregular work schedule based on operational requirements.
3. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

タイムイングレード / Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have completed at least 6 months in any USFJ permanent positions at the next lower grade (BWT 1-3) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

重要事項/Important Notes:

在日米軍での勤務を希望される方は、採用日までにできるだけ新型コロナウイルスのワクチンを接種していることが推奨されます。採用日までにワクチン接種を完了していない場合、又はワクチンを接種しない場合は、在日米軍施設へ立ち入るための条件として、採用日以降、少なくとも7日間に1回新型コロナウイルスのスクリーニングテストが実施されます。

For those who are looking for employment on United States Forces, Japan(USFJ), it is highly encouraged that you be fully vaccinated against COVID-19 before the date of hire. If you are not fully vaccinated before the date of hire, or if you opt to not receive the vaccine, you will be subject to COVID-19 screening test at least once every 7 days after the date of hire, as a condition of access into USFJ facilities.