

United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No. MLC(I)25-167	雇用の種類/Employment Type MLC 常用/ MLC Permanent Employee	募集人数/Number of Recruitment 1
募集範囲/Area of Consideration <input type="checkbox"/> 全て/All <input type="checkbox"/> 通勤圏内（片道 2 時間）在住の方全て/All, within the Commuting Distance (2hrs/Way) <input type="checkbox"/> 現 MLC/IHA 従業員/Current MLC/IHA employees <input checked="" type="checkbox"/> 現 MLC/IHA 従業員で通勤圏内（片道 2 時間）在住の方 / Current MLC/IHA employees within the Commuting Distance (2hrs/Way) <input type="checkbox"/> 下記部隊内従業員/Current MLC/IHA Employees within		
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Management Analyst, #119, BWT 1-6 *下記重要事項を参照 / Please see Important Notes*		基本給/ Basic Wage BWT 1-6 : ¥278,100 ~
施設名/Location 相模補給廠/Sagami Depot	部隊名/Organization Japan Support Team, U.S. Army Field Support Battalion- North east Asia, Japan (AFSBn-NEA)	
勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0730 ~ 1615, Recess: 1200 ~ 1245) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work		
募集期間/Opening Period 14 May 25 – Open Until Filled (1st Cut-off: 28 May 25, thereafter every Wednesday) 履歴書は締切日の午後 3 時必着/ Resume Must arrive by 1500 on the cut-off date		
重要事項/Important notes		
各種待遇等/Benefits & Allowances. 地域手当/Area Allowance: 基本給の 12%(12% of Basic Wage) 住宅手当/Housing Allowance: 月額最高 28,000 円(28,000yen/month (max.) 通勤手当/Communting Allowance: 月額最高 150,000 円(150,000yen/month (max.) 扶養手当/Family Allowance: (月額)配偶者 3,000 円, 子 11,500 円(Spouse 3,000yen, Child 11,500yen/month) その他 夏季・年末手当等 (Summer and year-end allowances, etc.) 年次休暇/Annual Leave: 年 20 日(20 days/year) 社会保険年金完備、マイカー通勤可(Social insurance and pension plan fully covered, car commuting allowed)		
年齢/Age 18 歳～61 歳、定年年齢を上限 Ages 18 to 61, Up to the advanced age of 61		

職務内容 / Duties:

General: Serves as Management Analyst with responsibility to work independently, develop analytical methods and detailed study procedures. Performs a variety of analytical and evaluative work involved with program and management reviews for improving the efficiency of internal administrative operations. Assignments also include analyzing and evaluating all aspects of current or projected operating programs to determine effectiveness achieving planned goals and objectives. Studies include both technical and non-technical work processes. Directly responsible for interfacing with Management Employee Relations (MER) and Japanese Employee Services Office (JESO) on all hiring actions related to Master Labor Contracts (MLC). Provides support to Military and Department of the Army Civilians (DAC) as it relates to personnel actions. Supports a multinational workforce of 190 individuals. Primary MER/Equal Employment Opportunity(EEO) coordinator of MLCs in Japan. Administratively reviews and resolves employees' complaints and appeal actions, or recommends corrective action on these and other personnel policy matters affecting the organization. Translates documents both written and verbal to English or Japanese as necessary.

1. Develops, manages, and reviews new or existing programs as it relates to Administrative, Personnel and Resource management. Performs work involved in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures; including organizational structure, distribution of functions, responsibilities, work methods, and procedures, work reporting and similar functions. Monitors how our organization utilizes and manages manpower as it relates to mission requirements. Analyzes and recommends Courses of Action (COA) to effectively utilize MLC funding in terms of overtime, training and grade structure. Maintains management records, provides personnel reports and processes hiring actions. Analyzes and conducts evaluations focusing on standardizing organization structure, processes and procedures as it relates to personnel management. Intends to identify shortfalls in terms of manpower, skill sets and training requirements resulting in recommended solutions to resolve issues. Serves as single point of contact for personnel management, providing assistance and training to site admin personnel. The Primary point of contact for all S1 functions in Japan. Coordinates with Battalion S1 (Korea) to obtain clarification on processing of documents as it relates to DAC hiring actions, family allowances and extensions. Ensures these actions are processed in a timely manner, documentation is correctly filled out and meets regulatory guidance. Interfaces with Military Personnel Division (MPD)-Japan and DFAS for military personnel action as necessary. Initiates corrective actions as required. Operates Government Owned Vehicle in order to pick up various documents or personnel as needed. Conducts organizational investigations, gathers historical and statistical data available by reviewing reports, records and discusses operations and problems with employees and supervisors. Assists management conducting analysis of the workload, processes and procedures utilized to accomplish program objectives concentrating on resource utilization. Provides oversight of overtime utilization by establishing a check and balance process to effectively utilize manpower as well as limit risk of waste, or abuse by identifying trends. Works with managers to identify key functions of various positions limiting overlapping functions. Recommends consolidation or realignment of functions to effectively utilize limited manpower resources. Analyzes the program objective(s), functional areas, or activities to ensure compliance with man-power utilization as noted in Department of the Army and Personnel Management Procedures Pertaining to MLCs. Works with managers and supervisors to identify key functions of various positions and recommend changes. Recommends changes on Position Descriptions (PD), grades and overall workforce structure based on Organization's mission set. Provides recommendations aligning employee PD functions to mission requirements to effectively utilize manpower and responsibilities support grade structure. Develops and maintains prioritized listing of command functions and allocated resources. Oversees and updates AFSBn-NEA (Japan) employee personnel data which includes, but is not limited to, date eligible for return from overseas (DEROS), recruitment actions, updating job descriptions, identifying training requirements, updating personnel Table of Distribution and Allowances (TDA) as required and assisting with identification of key elements in employee job performance standards. Develops and provides monthly and annual manpower reports to higher headquarters. Provides support for method improvement, discusses recommendations with operating officials and implements new procedures. Assignments at this level include organizations and functions which present complex problems due to several inter-related factors, two or more installations (Camp Carroll Korea, Sagami General Depot(SGD) & Yokohama North Dock(YND)) with overlapping functions, and operations involving technical or professional work. Organizes and delivers briefings to managers, in support of various studies, to encourage understanding and acceptance of findings and recommendations. Recommends changes and adjustments to leadership for review and approval. Performs driving tasks as required.

2. Coordinates training for supervisors and employees. Informs both parties of upcoming training events and details training application. Serves as the Battalion Training Coordinator in Japan by maintaining documentation and attendance for mandatory training. Notifies all parties of responsibility to attend mandatory training and follows up with supervisors to ensure compliance. Coordinates Mandatory training in SGD and YND as needed. Prepares Correspondence in accordance with (IAW) AR 25-50. Responsible for reviewing all outgoing correspondence to ensure formatting meets Army Regulatory guidance. Provides advice to managers on matters pertinent to administrative procedures such as routing of correspondence and application of local regulations. Performs other related or incidental 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 specialized experience* equivalent to BWT 1-5 OR Completion of four (4) year college/university in a related field** OR two (2) academic year of graduate level education**.

*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

**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 3: Fluent 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.

要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates:

Must have valid Japanese Driver's License.

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

1. Must be able to pass the required physical exam.
2. Must be able to travel outside the local area and off Honshu as required.
3. Must be able to obtain and maintain Military Motor Vehicle Operator's License.

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 12 months in any USFJ permanent positions at the next lower grade (BWT 1-5) 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.

応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)

申請用紙 / Applications :

1. (1) 履歴書/USFJ FORM 196aEJ (2) 職務経歴書 / Resume of Work Experience

申請用紙の記入言語 / Language to complete applications :

英語/ English

必要添付書類 / Required attachments :

- ☒ 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)
- ☒ 日本の運転免許証のコピー/Copy of Japanese driver's license
- ☐ 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
- ☒ 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 copy of Resident Card or Special Permanent Resident Certificate (both sides).

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 completed

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。提出された応募書類は返却いたしません。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. All submitted documents will not be returned.
- その他、応募時の注意事項についてはウェブサイト(<https://www.usarj.army.mil/gojjobs/>)をご参照ください/Please refer to the website (<https://www.usarj.army.mil/gojjobs/>) for other notes for application.

選考状況について/Selection Status

- 選考状況については、ウェブサイト上の「選考状況」をご確認ください(<https://www.usarj.army.mil/gojjobs/>)/To confirm your selection status, please refer to the website(<https://www.usarj.army.mil/gojjobs/>), "Selection Status"
- 電話、電子メール等でのお問い合わせはご遠慮ください/Please refrain from contact by phone and/or email

提出先/ Submit To

Email*: usarmy.zama.usarpac.mbx.usarj-g1-ln-application@army.mil

*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(I)17-001）を入力してください。/Please include Announcement Number (e.g. MLC(I)17-001) in the subject line when applying by e-mail.

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(I)25-167

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