

United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No.

MLC(III)25-077-03
Re-Announcement

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

☒ 全て/All

☐ 通勤圏内（片道 2 時間）在住の方全て/All, within the Commuting Distance (2hrs/Way)

☐ 現 MLC/IHA 従業員/Current MLC/IHA employees

☐ 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)

☐ 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

Supervisory Employee Development Officer, #64, BWT 1-7

下記重要事項を参照 / Please see Important Notes

基本給/ Basic Wage

BWT 1-7 : ¥298,800 ~

施設名/Location

キャンプ座間/Camp Zama

部隊名/Organization

Workforce Development Office, G1, USARJ

勤務時間/Work Schedule

週 40 時間制/Hours Per Week (0800 ~ 1645, Recess: 1200 ~ 1245)

☒ 月/M ☒ 火/Tu ☒ 水/W ☒ 木/Th ☒ 金/F ☐ 土/Sa ☐ 日/Su

☐ 変則勤務/Irregular Shift Work

募集期間/Opening Period

19 Mar 25 – Open Until Filled (1st Cut-off: 2 Apr 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

1. 移転費用は支給されません。Transfer expenses is NOT authorized.
2. 一度 MLC(III)25-077&077-01&077-02 にご応募された方は再応募の必要はありません /Those who have applied for MLC(III)25-077 &077-01&077-02 do not need to re-apply.

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/Commuting Allowance: 月額最高 55,000 円(55,000yen/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～60 歳、定年年齢を上限 Ages 18 to 60, Up to the advanced age of 61

職務内容 / Duties:

General: Serves as advisor and staff action officer at Civilian Personnel Division (CPD) for the development of policies, concepts, guidelines, and supplementary instructions of workforce development and training requirement on Local National (LN) civilian personnel programs for United States Army Japan (USARJ). Applies mastery knowledge of advanced Human Resource (HR) principles, concepts, and techniques, as well as substantial understanding of each LN HR specialization and their inter-relationships, and the basic contractual and regulatory framework of the LN Human Resources program. Performs a variety of duties to develop, maintain, and cooperatively formulate personnel programs. Leads or participates in discussions, meetings and serves on work groups as related to assigned programs.

1. Supervises subordinate Employee Development Officers and Training Technician technically and administratively and provides appropriate assistance and guidance for accuracy, effectiveness and efficiency of the work. Assists subordinate staff in researching, negotiating and contracting out vendor training and making necessary coordination with appropriate resources management offices and DFAS for budgetary clearance and compliance with pertinent rules and regulations. Assists lower grade employee development officers in handling difficult and complex problems. Directs and provides guidance to the subordinates for their outcomes and performance. Balances workload and makes adjustments to ensure full team participation to ensure desired results are achieved and timely. Monitors and reports on the status and progress of work. Performs quality review of entire work assignments to ensure each training meets objective requirements.

2. Workforce Development Program: Advises senior leadership and key managers in making the most effective decisions that support strategic and operational plans and effective human capital management regarding workforce management and employee development initiatives. Determines, develops and advises on training plans, programs, and policies in support of future individual and collective training for the workforce. Provides guidance to the management and Civilian Personnel Director on recurring and potentially emergent training needs. Coordinates Command-wide efforts to identify and implement workforce development initiatives to close existing and projected skills gaps. Applies analytical ability to suggest comprehensive plans for workforce development and planning projects and provides technical expertise and guidance to accomplish activities associated with a broad range of workforce development functions. Assists in conducting systematic studies and survey to determine immediate and long-range training and other employee development needs. Develops procedures to allow self-sufficiency in continuing implementation of identified changes. Develops long and short-term workforce training and professional development plans on changes in the contracts and agreement. Suggests effective leadership and development training strategies to be incorporated, monitored, and evaluated. Makes recommendations on courses of action to derive the most benefit possible to enable personnel with appropriate skills to maximize success to best prepare the workforce and leadership succession for future requirements. 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 specialized experience* equivalent to BWT 1-6 OR Master's Degree in a related field** OR three (3) 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 4: Exceptional 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:

1. Must be able to work overtime or temporarily adjust work schedule as needed.
2. Must be able to go on temporary duty (TDY) as needed.
3. Must be available to complete training as required, i.e. local training courses, Civilian Education System (CES) Courses, etc.
4. Mission-Essential employees as determined by their chain of command, may be 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 1-6) 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
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/gojobs/>) をご参照ください/Please refer to the website (<https://www.usarj.army.mil/gojobs/>) 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/gojobs/>)/To confirm your selection status, please refer to the website(<https://www.usarj.army.mil/gojobs/>), "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(III)25-077-03

Address: Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000
JESO, G1, USARJ MLC(III)25-077-03