

# United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No.

MLC(III)25-142

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

**Training Technician, #393, 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

キャンプ座間/Camp Zama

部隊名/Organization

Workforce Development Office, CPD, 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

9 Apr 25 – 23 Apr 25

**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.

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 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

## **Duties:**

General: Serves as Training Technician to plan, create, and conduct classroom instruction of English as a second or foreign language at the USARJ, Workforce Development, English Language Training Center (ELTC), Japan using the American Language Course (ALC) and other publisher or instructor created materials for local national employees in both general and technical English language directly related to their employment, evaluate student performance and advise the supervisor of the results. The incumbent may also teach Japanese language and culture to non-Japanese speaking employees at elementary to intermediate level as required.

1. Prepares daily lesson plans using programs of instruction and instructor texts/guide which prescribe course and unit objectives. Incorporates diversified instruction through specialized training aids and materials such as: electronic media, computer based software and programs, Internet resources, films, advanced writing and reading skills development, analytical grammatical speaking skills, including language laboratory exercises and materials. Identifies daily classroom activities consistent with the objectives of the program of instructions to be taught. Studies course objectives, texts, training aids, and materials. Estimates hours required for lessons. Maintains instructional materials for Specific Purposes classes (exercises and dialogs, both written and taped), in order to maintain student interest and meet specific lesson objectives. Conducts surveys of training needs, prepares reports, and develops programs to meet these needs. Develops and administers quizzes and ad-hoc tests as needed.
2. Conducts classroom instruction using the ALC and other text materials, demonstrating linguistic expertise, knowledge of content and organization of training materials prepared, and skill in identifying and resolving informational language and cultural issues and problems which arise. Conducts classes to instruct Host Nation Employees (HNE) personnel in the use of English, beginning to advanced levels, to prepare them to meet one or more of the objectives of the USARJ English Language Training Program. Lectures and gives practical demonstrations emphasizing theories, practices, and techniques involved in specific subject matter. Teaches sound/symbol relationships; suprasegmental concepts and development; analytical skills for grammar/reading/writing skills development; concise, accurate, and factual information on American customs, values, and current events as these issues affect and are reflected in language. Provides factual and technical information necessary to perform classroom activities. Directs classroom and language laboratory activities (both audio/visual and Interactive Course-ware) in terms of seating and equipment operation as well as manner of participation. Operates motion picture projector or slide projector for training. Maintains adequate supplies and equipment. Assigns and corrects daily homework, develops and gives informal quizzes covering previous units to form a basis for evaluating individual student progress.
3. Discusses with employee development officer, operating officials and employee groups, ascertains the requirement for and the level of training required. Maintains records of progress and accomplishment of training course, and analyzes and tabulates results reports to the higher authorities.
4. Teaches Japanese language and culture to US Army non Host Nation Employees. Provides newly hired or arriving non-Japanese employees with a basic knowledge of Japanese language and culture in order to meet their initial survival needs. Provide employees with a basic working knowledge of Japanese, using Hiragana/Katakana/Kanji, to improve communication with their co-workers.  
Performs other related duties as assigned.

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

### **BWT 1-6**

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. 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 1-5) 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.
- ☒ 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).
- ☒ < Copy of Test of Practical Japanese, if applicants are non-Japanese native speaker.>

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](mailto: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)25-142

**Address:** Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000  
JESO, G1, USARJ MLC(III)25-142