

在日米陸軍 日本人事務所 沖縄 求人案内
U.S. Army Japan Japanese Employment Services Office (JESO) Okinawa
Vacancy Announcement for Local National positions

空席広報番号

Vacancy Announcement Number

1-JESO-25

(2025 年 1 月 8～14 日)

Announcement period is from 8 to 14 January 2025

求人案内、応募書類および記入サンプルは以下のウェブサイトに掲載しております。
Vacancy Announcement, Job Application, and Sample Forms can be found at the following webpage:

<http://www.usarj.army.mil/okijobs/>

最新の USFJ フォーム 196aEJ (20210324 版) を使用していない履歴書での申請は受理されませんので、ご注意ください。

Note: Applications that are not written on latest USFJ Form 196aEJ (20210324 edition) will not be accepted.

JAPAN WIDE の求人に関しましては沖縄県外からの応募者のみ必要書類をメールにてご提出ください。
Applicants from outside of Okinawa may submit the required documents to the email address below
for JAPAN WIDE vacancies.

usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil

応募書類を全てそろえて、トリステーション正門（メインゲートのベースマップ横）、および在日米陸軍人事務所（建物番号 218）2 階 JESO 掲示板下の投函箱へ提出して下さい。各種証明書（運転免許証のコピー、LPL など）については、募集要項に記載の必要書類のみをご提出ください。両面印刷での書類提出はご遠慮下さい。投函箱へ提出する際には封筒、クリアファイルなどには入れずにホッチキスで左上をとめて投函をお願いします。

For supporting documents such as a copy of driver's license, LPL, etc., please submit the required documents only per the announcement. Please submit the hard copy application in the drop box located at the Main Gate of Torii Station (by the base map), or the drop box located at Building #218. No double-sided printing document accepted. (履歴書は両面印刷ではなく片面印刷でご提出ください) When submitting your application to the drop box, please do not put it in an envelope or clear file, but fasten it with a stapler in the upper left corner.

募集職種リスト List of Vacant Positions

職種 Job title		職場 Organization	BWT-等級 BWT-GR	語学 LPL	契・協約 Contract Agreement	提示日 Open Since
Administrative Specialist 管理専門職	[835-PA-24-11] ARMY WIDE	835th Trans Bn	1-4	2	MLC	1/8/2025
Travel Clerk 旅行係事務職	[LRC-010-25]	403d AFSB LRC Okinawa	1-4	3	MLC	1/8/2025
Purchasing & Contract Assistant 購買、契約補助職	[OM-02-25] LTE NTE 3/31/26	U.S. Army Corps of Engineers	1-5	3	MLC	12/18/2024
Heavy Duty Equipment Mechanic 重量装置機械工	[LRC-006-25]	403d AFSB LRC Okinawa	2-7	0	MLC	12/18/2024
Engineer (Mechanical) 技術職（適用専門業務）	[OM-49-24]	U.S. Army Corps of Engineers	1-7	2	MLC	12/11/2024
Engineer (Fire Protection) 技術職（適用専門業務）	[OM-01-25]	U.S. Army Corps of Engineers	1-7	2	MLC	12/11/2024
Engineering Technician (Telecommunications Systems) エンジニアリング専門職（テレコム）	[78SBO-31-23]	78th Signal Battalion, S3	1-7	4	MLC	12/11/2024
Personnel Clerk 人事事務職＊	[JESO-24-002]	USARJ G-1 CPD JESO Okinawa	1-4 (1-5)	2 (3)	MLC	12/11/2024
Engineer (Architectural) 技術職（適応専門業務）	[OM-51-24]	U.S. Army Corps of Engineers	1-7	2	MLC	12/4/2024
IT Specialist 情報処理技術専門職	[NSM04-08-22]	USAG Okinawa MWR	1-6	3	IHA	11/27/2024
Safety Program Administrator 安全計画管理職	[DLAE-4-CMD-01]	DLA Energy Okinawa	1-7	4	MLC	11/20/2024
Automotive Equipment Inspector 自動車装置検査工	[LRC-072-24]	403d AFSB LRC Okinawa	2-8	1	MLC	11/13/2024
Electrician Foreman B 電気工（フォーマン B）	[PW24-14]	USAG Okinawa DPW	2-9	1	MLC	10/30/2024
Mason or Bricklayer Foreman B 石工又ははれんが積み工・フォーマン B	[PW24-56]	USAG Okinawa DPW	2-9	2	MLC	9/11/2024
Engineer (Mechanical) エンジニア（機械）	[PW24-20]	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineer (Civil) エンジニア（土木）	[PW23-06]	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineer (Arch) エンジニア（建築）	[PW24-49]	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineering Technician (Civil) エンジニア（土木）＊	[OM-27-24]	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	7/31/2024
Engineering Technician (Mechanical) エンジニアリング専門職（機械）＊	[OM-29-24]	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	7/17/2024
Engineering Technician (Civil) エンジニア（土木）＊	[OM-22-22]	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	7/17/2024

Engineer (Civil) エンジニア（土木）＊	[OM-36-21]	U.S. Army Corps of Engineers	1-8 (1-9)	2 (3)	MLC	6/19/2024
Automotive Equipment Inspector Foreman A 自動車装置検査工・フォーマン A	[LRC-049-22]	403d AFSB LRC Okinawa	2-9	2	MLC	8/30/2023

＊こちらは見習い等級の職種です。目標レベルは（）内に表記されています。応募者の資格、職務経験等によって採用される等級が決定されます。

* Trainee level position. Target level is shown in (). Hiring grade will be determined by qualification level of the applicant.

求人案内、応募書類および記入サンプルは以下のウェブページに掲載しております。

<http://www.usarj.army.mil/okijobs/>

職種への応募方法:

- (1) 掲載求人へ応募される方は、この求人案内カバーシートおよび応募される応募要件をよくお読みください。各求人において、下線のある部分は必須要件です。
- (2) 内容をご理解、ご了承いただいたうえで、履歴書 (USFJ Form 196aEJ)、事前質問票、および他の必要書類を締め切り日までに、下記の投函箱へ投函して下さい。
- (3) 投函箱へ提出する際には封筒、クリアファイルなどには入れずにホッチキスで左上をとめて投函をお願いします。

- 投函箱—1. トリイステーション、メインゲート（ゲート1）、警備室から道を挟んで向かいの地図看板付近
2. トリイステーション、在日米陸軍人事務所建物（建物番号 218）、2 階の投函箱

応募書類（応募職種により異なります）：

- 事前質問票
- 履歴書 (USFJ Form 196aEJ)
- 職務経歴書
- 語学能力を証明する書類のコピー
- 免許証・証明書等のコピー

語学能力級(LPL)を要する空席への応募について:

語学能力級(LPL)を要する空席への応募は、下記いずれかの語学能力試験結果証明の提出が必要です。

語学能力級表

LPL	TOEIC	ALCPT Prior to 8 Feb 16	ALCPT After 8 Feb 16	TOEFL			CASEC	EIKEN
				(PBT)	(CBT)	(iBT)		
4 (Exceptional)	860-990	86-100	NA	600-	250-	100-	NA	1st
3 (Fluent)	730-859	76-85	90-100	550-599	210-249	80-99	870-	Pre 1st
2 (Average)	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd
1 (Elementary)	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre 2nd
Pre-1 (Minimal)	350-399	NA	40-64	NA	NA	NA	NA	3rd

事前質問票の親族について:

米連邦政府組織では縁故採用を禁止しており、監督者がその監督下、または影響下にある職位に親族を採用、雇用、昇格、昇進する事を禁じています。親族の定義は以下の通りです。父、母、息子、娘、兄弟、姉妹、叔父、叔母、従兄弟・従姉妹、甥、姪、夫、妻、義父、義母、義息、義娘、義兄弟、義姉妹、継父、継母、継子（息子・娘）、継兄弟、継姉妹、異父母の兄弟・姉妹。

注意事項：

掲載求人への応募は、応募書類の記入漏れ、不備がないか十分に確認のうえ提出してください。書類不備および提出期限を過ぎて提出された場合は、選考の対象外となります。提出された書類の返却はいたしません。

問い合わせ先：098-961-7777 （内線/DSN: 652-4314 or 652-4241）

VACANCY ANNOUNCEMENT, JOB APPLICATION, AND SAMPLE FORMS CAN BE FOUND AT THE FOLLOWING WEBPAGE

<http://www.usarj.army.mil/okijobs/>

HOW TO PREPARE AND SUBMIT APPLICATIONS:

- (1) Person who is interested in applying the vacant position must read this instruction and announcement carefully. Note: Please pay close attention to any highlighted and underlined section in this document.
- (2) Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in the following drop box.
- (3) When submitting your application to the drop box, please do not put it in an envelope or clear file, but fasten it with a stapler in the upper left corner.

- Drop Box – 1. Torii Station, Main Gate/Gate 1 (across from the guard box, in front of the map sign)
2. Torii Station, Japanese Employment Services Office Okinawa (Building 218), 2nd floor

DOCUMENTS REQUIRED TO APPLY (Required documents may vary depending on the position):

- Pre-Employment Inquiries
- Personal History Statement (USFJ Form 196aEJ)
- Resume of Work Experience
- Copies of English Proficiency Test for LPL requirement, see below chart
- Copies of License(s) and/or Certificate(s)

LANGUAGE PROFICIENCY LEVEL (LPL) REQUIRED TO APPLY (Required level may vary depending on the position):

Application for position requiring Language Proficiency Level (LPL) requires submission of one of the below English proficiency test certificates.

Chart of English Proficiency Level (LPL)

LPL	TOEIC	ALCPT Prior to 8 Feb 16	ALCPT After 8 Feb 16	TOEFL			CASEC	EIKEN
				(PBT)	(CBT)	(iBT)		
4 (Exceptional)	860-990	86-100	NA	600-	250-	100-	NA	1st
3 (Fluent)	730-859	76-85	90-100	550-599	210-249	80-99	870-	Pre 1st
2 (Average)	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd
1 (Elementary)	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre 2nd
Pre-1 (Minimal)	350-399	NA	40-64	NA	NA	NA	NA	3rd

REMARKS ON NEPOTISM:

Nepotism is prohibited in the U.S. Federal Government organizations. The management official is prohibited to appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement into a position for which the management official is servicing or over which he exercises jurisdiction or control any individual who is a relative of the management official. The relatives are defined as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

NOTE:

It is your responsibility to make sure your application is complete. Applicants who have not submitted a complete package by the deadline will not be considered. All submitted documents will not be returned. Applications with false statements are invalid.

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Administrative Specialist MLC-9</p> <p>BWT-1 Grade-4 LPL-2</p> <p> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 835th Transportation Battalion (Naha Port) [835-PA-24-11]</p>
<p>職務内容/Duties:</p> <p>This incumbent is directly responsible to the S1 Administrative Officer. Works independently following established procedures, regulations, and instruction. The Administrative Officer provides oversight and assistance as required and assigns work in broad terms based on the overall goals and objectives of the Personnel Administration Section(S1). Performance is evaluated based on accuracy, deadlines/suspense, and providing administrative assistance to the Master Labor Contract (MLC) employees. Provides personnel/manpower support and to serve as an assistant to the PA Chief and as the central source of information for all Local National employees under the Master Labor Contract (MLC), Army Civilian Corps (ACC), Military members within 835th U.S. Army Transportation Battalion, Naha Port. Performs a full range of standard clerical assignments consisting of related steps, processes or methods. Assists the Battalion Supervisors with personnel management of the MLC employees. Processes various MLC personnel actions. Prepares and submits and supports the daily attendance report into Live TDA Manning Accountability System (LTMAS). Maintains, verifies, input, and certifies all the MLC Time-cards monthly into the Automated Time Attendance System (ATAS). Reviews MLC overtime requests to be submitted for approval. Provides assistance to Battalion Supervisors in resolving MLC personnel issues. Maintains and updates Battalion Recall and phone rosters. Organizes and maintains files, records and other related material for the Battalion. Prepares travel orders and coordinates for temporary duty of MLC employee through Transportation Financial Management System(TFMS). Receives and directs phone calls as required for Personnel Administration Section. Receives, reviews and submits on-the-spot reports as required. Prints, scans and FAX documents, reports and briefs as required. Attends staff meetings as required to brief on MLC hiring actions. Processes the LMO requests for uniforms as the POC. Performs training coordinator duties directly related to MLC and AMIE trainings for new supervisors. Preparing and assisting for the MLC reverification and renewal forms. Assists with maintaining the Battalions Policy letter. Maintains files IAW AR 25-400-2, The Army Records Information Management System (ARIMS). Maintains files and documents in electronic files for easy retrieval. Maintains automation equipment within operator skill level. Corresponds with multipurpose function machines as needed to keep the ApeosPort – VI C3371, Printer/Copier/Fax stocked with Toner Cartridges. Contacts Fuji Film multifunction machine in regards to any repairs/maintenance for the Printer/Copier/Fax automated</p>	

equipment located in the S1 Section. Accurately types, edits, and prints correspondence IAW AR 25-50. Types all correspondence such as awards, collateral duties, SOPs, recurring reports for Personnel Administration Section. Prepares and processes the 1256's for awards for all personnel. Able to perform all necessary functions within Microsoft Excel. Prepares excel spreadsheets for various recurring reports, able to enter, delete, modify, and retrieve data from established excel spreadsheets. Operates government vehicle from/to work locations to conduct work assignments. Updates the name directories with new personnel as they arrive. Transmits, receives, and corresponds via email and MS Teams. Performs other duties as assigned.

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

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.

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

要求される語学能力級/Required Language Proficiency Level (LPL):

Language Proficiency Level 2: Average proficiency

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

Must have Japanese driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Ability to speak, read and write English at average proficiency level (LPL 2).
2. Knowledge of Microsoft Office (i.e. Outlook, Word, Excel, PowerPoint, and Access) is required.
3. Skill and ability to prepare, store, retrieve and print electronic documents/files.
4. Knowledge of Army Records Information Management System (ARIMS) is required.
5. Ability to plan and organize.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
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 U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0730-1630 (Recess: 1130-1230)

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 Grade-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.

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / **Copies of License(s) and/or Certificate(s) as underlined above.**

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Travel Clerk MLC-234</p> <p>BWT-1 Grade-4 LPL-3</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 403D AFSB LRC-Okinawa Transportation Division (Torii Station) [LRC-010-25]</p>
<p>職務内容/Duties:</p> <p>Works under the Transportation Specialist who provides assignments in broad objectives. The employee assures compliance with regulations/policy/laws, provides excellent customer service, and continuously strives to improve the process. The supervisor provides guidance and assistance in resolving unusual or complicated issues regarding travel situations as requested. The employee determines priorities, deadlines and work distribution except when assistance from the supervisor is requested. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments. Booking: Reviews official travel orders and transportation requests for individual and group movements to verify lines of accounting and travel entitlements. Coordinates with SATO travel, military units, Air Mobility Command (AMC) and other transportation elements and carriers to determine the best, most economical mode of travel. Prepares port call requests and issues port call notifications for all PCS, ETS, TDY, Renewal Agreement travel, Emergency Leave involving Army personnel and dependents. Schedules Air Transportation of military and civilian personnel, their dependents, and pets on AMC charter flights using Global Air Transportation Execution System (GATES). Coordinates with SATO for Commercial Air Carrier flight reservations in web based application, Saber, when AMC flights are not available or do not meet mission requirements per Army regulation. Issues travel itineraries IAW government travel orders, destination, number of travelers, time of departure, travel time and arrival time. Operates government vehicle from/to work locations to conduct work assignments. Administration: Interprets applicable provisions of current Joint Travel Regulations (JTR) and Defense Transportation Regulations (DTR) concerning general travel, authorized accommodations, standards of service, baggage allowance, and dependent travel. Answers telephone calls and emails; advises customers on travel entitlements, travel requirements, flight schedules, routing, and destination. Briefs passengers on check-in procedures, baggage entitlements, and disposition of unused tickets. Documents customer counseling, changes in the schedule, and other significant service elements. Verifies commercial travel office routing and fares. Issues receipts and processes unused tickets for refund. Prepares Centrally Billed Account reconciliation documentation for transmittal to Defense Finance Accounting Service (DFAS). Prepares and maintains daily and monthly passenger report. Prepares and issues various travel related documents such as Gov't Constructed Cost memos, Non-availability Letters, and Travel Entitlement memos. Signs documents as a Transportation Agent for the Transportation Officer. Performs other related or incidental duties as assigned.</p>	

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

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.

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

要求される語学能力級/Required Language Proficiency Level (LPL):

Language Proficiency Level 3: Fluent proficiency

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

Must have Japanese driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Knowledge and proficiency in office automation and Microsoft office suite of applications such as Outlook, Word, Excel to prepare, store, retrieve, print of electronic files.
2. Experience in arraigining/coordinating military travel desired.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work outside of normal duty hours when required/directed.
3. Must be available to work overtime when required.
4. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0730-1630 (Recess: 1130-1230)

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 Grade-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

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

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Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense

date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : **098-961-7777** (内線/DSN: **652-4314** or **652-4241**)

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Purchasing & Contract Assistant MLC-414</p> <p>BWT-1 Grade-5 LPL-3</p> <p>This is a Limited Term Employment (LTE) position</p> <p>Not to Exceed (NTE) 31 March 2026</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: LTE NTE 31 Mar 26 (期間限定) / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers - Japan District Construction Division Okinawa Area Office (Camp Lester) [OM-02-25]</p>
<p>職務内容/Duties:</p> <p>Works under the Quality Assurance Chief and the supervisor explains major changes in regulations and procedures but expects the incumbent to perform day-to-day work with minimal guidance. Since the duties performed involve matters for which only general provisions are made in regulations and instructions, incumbent must apply considerable judgment in selecting proper course of action. Finished work is subject to spot checks for adequacy and compliance with instructions. Responsible for the review and processing of all contractor monthly and final pay applications for Resident Offices assigned. Contractor pay application reviews include but not limited to verifying content is in compliance with the progress payment checklist and contract close-out checklist. Processing of contractor pay application includes but not limited to importing contractor pay application QCS data into Resident Management System (RMS), uploading pay application into Corps of Engineers Financial Management System (CEFMS), exporting processed pay application to Quality Control System (QCS), and distribution of processed pay application to all concerned parties. This requires close coordination with senior engineers and field personnel to ensure pay applications and contract close-outs are processed in a timely manner. Responsible for the creation and administration of all construction contracts in the Government's Resident Management System (RMS) for Resident Offices Assigned. Registers and properly sets up all new contracts after award. Sets up all parameters for the contract and provides permissions for the Project Delivery Team (PDT) to execute the contract. Utilizes the RMS system to create monthly progress reports and distribute to all customers, stakeholders, and internal PDTs for Resident Offices assigned. Utilize RMS to prepare weekly RFI reports for distribution to all customers, stakeholders, and internal PDTs for resident Offices assigned. Utilize RMS to generate monthly weather reports and distribute to the PDT's for the Resident Offices assigned. Utilize RMS and the QA tracker system to track and coordinate review of contractor material submittals and requests for information. Upon completion and acceptance of projects, close out all actions and files in RMS and utilize the RMS system to prepare the final turnover documents (DD1354) for distribution to the customers/stakeholders. Prepares contract close-out documents for all completed US construction projects for Resident Offices assigned. Coordinates deficiencies with CORs and field personnel when contract documents are missing, incorrect, or incomplete. Coordinates with and provides completed close-out package to District offices for final contract close-out. Serves as the administrator for Contractor Performance Assessment Report System (CPARS) with the responsibility for maintenance and updating the system for all projects within assigned Resident Offices. Inputs new projects into the CPARS evaluation system. Notifies project PDT team members when evaluations are due,</p>	

routes evaluations for signature, and files completed evaluations. Serves as the administrator for RMS with the responsibility for maintenance and updating the system for all projects within assigned Resident Offices. Provides technical support to CORs and field personnel with problems or questions they have with RMS. Runs reports using RMS as requested by office personnel. Serves as the file administrator for the Resident Offices Assigned. Set up and maintain all files associated with the Resident Offices. Files will include Project Folders, Weekly Team Meeting notes, training documentation, regulations, and all other office related files. Project files shall be set up, maintained, and removed/destroyed in accordance with Army Regulations. Operates government vehicle from/to work locations to conduct work assignments. Performs other duties as assigned.

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

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.

Must have at least one year of specialized experience equivalent to BWT-1 Grade-4 OR four academic years above high school leading to a bachelor's degree OR Completion of four year college/university degree.

要求される語学能力級/Required Language Proficiency Level (LPL):

Language Proficiency Level 3: Fluent proficiency

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

Must have Japanese driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Ability to translate from English to Japanese and vice versa both orally and written.
2. Working experience with office automation software such as CEFMS, RMS, CPARS (Contractor Performance Assessment Reporting System), Word, Excel, and Power Point etc.
3. Knowledge and understanding of U.S. Construction Program process and procedures.
4. Ability to schedule, budget and manage data.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
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 U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 1830-1730 (Recess: 1130-1230)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / **Copies of License(s) and/or Certificate(s) as underlined above.**

応募方法/How to apply:

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ると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

<p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Heavy Duty Equipment Mechanic MLC-2134</p> <p>BWT-2 Grade-7 LPL-0</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 403d AFSB LRC-Okinawa Maintenance Division (Torii Station) [LRC-006-25]</p>
<p>職務内容/Duties:</p> <p>Examines equipment and component units by visual, electronic diagnostics, and auditory means and/or by operational tests and troubleshooting. Disassembles equipment and component parts such as steering and control systems, transmissions, cooling systems, differentials, axles, wheel assemblies, etc. Disassembles gasoline and diesel engines, and inspects and replaces as necessary such parts as pistons, piston rings, valves, bearings, wrist pins, gaskets, and cylinder liners. Repairs and adjusts carburetors/ injection systems, magnetos, voltage regulators, switches, batteries and wiring. Repairs transmission systems, including such parts as clutches, gears, bearings, universal joints, hydraulic units, differentials, axles, and brakes. Repairs steering mechanisms and other controls. Adjusts and repairs shock absorbers. Repairs starter motors. Checks and aligns wheels. Repairs radiator leaks and installs new hoses. Installs, adjusts, and repairs minor accessories such as windshield wipers, heaters, and defrosters. Traces vehicle electrical circuits and ascertains condition of wiring. Rewires complete circuits covering ignition, starters generator, and lighting systems, as required. Adjusts and/or repairs such components as switch boxes, relays, solenoids and related electrical units. Checks and repairs or replaces defective parts and assemblies such as pumps, piping assemblies, gaskets, bearings, packings, seals, meters, and gauges. Repairs, adjusts hydraulic systems, cylinder, pump, solenoids and electrical systems on material handling equipment. Services and repairs main power unit and material handling equipment. Services and repair power generation equipment from 5kw to 100kw Generator Sets. Performs general body and fender repair work and welding. Maintains assigned tools and equipment, and keeps working area in neat and safe working condition. Consults supervisor on difficult technical problems, and acts on his instructions. Performs other related or incidental duties as assigned.</p>	
<p>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</p> <p>Must have specialized experience in the related work at the next lower level.</p> <p>要求される語学能力級/Required Language Proficiency Level (LPL):</p>	

No language proficiency level is required.

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

Must possess a valid Government of Japan (GOJ) driver's license 普通自動車運転免許 (Manual Transmission/マニュアル車).

Must possess a valid GOJ Heavy Vehicle driver's license (more than 11 tons) / 大型一種自動車免許 (11 トン以上).

Must have a valid 2nd Class Gasoline Automotive Mechanic license (二級ガソリン自動車整備士免許) and/or Diesel Automotive Mechanic License (二級ディーゼル自動車整備士免許).

Must possess or be able to obtain a Government Owned Vehicle (GOV) driver's license for the above mentioned licenses.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Working knowledge of 2nd class automotive mechanics, repair, tune-ups, and automotive body repair.
2. Ability to use a tire changing machine, repair, and replace heavy vehicle tire weighing up to 50lbs (23kg).
3. Ability to interpret job-related instructions, specifications, blueprint readings and schematics. The English manuals will be covered by section Foreman to relay to the Mechanics.
4. Ability to troubleshoot various automotive mechanical systems and equipment.
5. Ability to use and maintain trade-specific tools and equipment.
6. Ability to establish a culture of safety for fellow co-workers.
7. Knowledge of computer operating systems such as Outlook, Word, Excel, etc. is desirable.
8. Ability to operate tire mouter / demounter and wheel balancer.
9. No language proficiency level is required. However, ability to speak, read, and write English at Elementary proficiency level (LPL-1) is highly desirable.

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

1. Must be physically fit to perform the duties above.
2. Must be physically capable of bending, stooping, and/or standing for a long period of time.
3. Must be able to lift minimum of twenty-five 25 kg in weight.
4. Must be able to work outside of normal duty hours when requested.
5. Must be able to work overtime when requested.
6. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0730-1615 (Recess: 1130-1215)

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-2 Grade-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):**

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience

- ☒ 語学能力を証明する書類のコピー / Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
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<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineer (Mechanical) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-49-24]</p>
<p>職務内容/Duties:</p> <p>Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the mechanical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the mechanical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares mechanical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the mechanical engineering portions of projects. Serves as an engineer providing support on all mechanical engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides mechanical engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Operates government vehicle from/to work locations to conduct the work assignments. Makes field observations,</p>	

compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

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

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.

Must have at least one year of specialized experience equivalent to BWT-1 Grade-6 or Master's Degree in a related field or three academic year of graduate level education.

要求される語学能力級/Required Language Proficiency Level (LPL):

Language Proficiency Level 2: Average proficiency

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

1. Must be a college or university graduate with specialized education in Mechanical Engineering or possess an official engineering license, e.g., Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備士免許 - 機械), Professional Engineer (技術士免許) or Construction Management Engineer 1st (一級管工事施工管理技士免許) etc.
2. Must have Japanese driver's license.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
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 U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 1830-1730 (Recess: 1130-1230)

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 Grade-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):**

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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

ると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineer (Fire Protection) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-01-25]</p>
<p>職務内容/Duties:</p> <p>Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as the full performance level engineer for the fire protection engineering portions of projects during the planning, designing, directing and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the fire protection engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the fire protection engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares fire protection engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher-grade engineers by preparing instructions and guidance for their use in developing designs of the fire protection engineering portions of projects. Serves as an engineer providing support on all fire protection engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical</p>	

advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides fire protection engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Operates government vehicle from/to work locations to conduct the work assignments. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other related or incidental duties as assigned.

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

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.

Master's Degree in Engineering or three academic year of graduate education in engineering or must have combination of [Education/License] and [Experience] as indicated below.

[Education/License]: Must be a four year collage or university graduate with specialized education in engineering or process an official engineering license, e.g. Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許), Gijutsushi (Consulting Engineer 技術士免許), Professional Engineer (米国 PE), etc. and

[Experience]: Must have at least one year of specialized experience equivalent to BWT-1 Grade-6.

要求される語学能力級/Required Language Proficiency Level (LPL):

Language Proficiency Level 2: Average proficiency

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

3. Must be a four year collage or university graduate with specialized education in engineering or process an official engineering license, e.g. Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許), Gijutsushi (Consulting Engineer 技術士免許), Professional Engineer (米国 PE), etc. and
4. Must have Japanese driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Mechanical engineering field.
2. Knowledge of computer software such as MS Office Suite to include Word, Excel, Outlook, and Auto-CAD.
3. Must be fluent in Japanese both orally and in writing.
4. Coordination and assertive communication skills, and willingness to develop solutions for problems.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
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 U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.
5. Must be able to travel to attend training, meetings or conference, and surveying US funded and Host Nation funded building, including multiple story building and unpaved rough nature environment.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 1830-1730 (Recess: 1130-1230)

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 Grade-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):**

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

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問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization</p> <p>該当募集範囲 以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineering Technician (Telecommunications Systems) MLC-544</p> <p>BWT-1 Grade-7 LPL-4</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent - Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 78th Signal Battalion S-3, Torii Station [78SBO-31-23] If you have applied to #41-JESO-24, no need to reapply</p>
<p>The employee performs Information Technology (IT) and telecommunications systems planning and design and project management. The employee's developed analyses, evaluations, and recommendations in conjunction with the original assignment will be reviewed by the supervisor for potential lessons learned and process improvements. The employee also serves as the HHD IT Management Officer (IMO). Develops and evaluates contracted IT and Telecommunications (IT/TELCOMM) architectural and engineering facilities design plans for connecting new interior and exterior copper and fiber optic cabling to existing USG infrastructures. Transitions completed project to the supporting NEC-Okinawa or to the installation's enterprise network communication (USAF/USN/USMC) departments. Attends meetings by providing USG recommended solutions normally originating at the customers network delivery point connecting to the supporting installation's infrastructure system. Represents the 78th Signal Battalion in meetings by providing approved IT/TELCOMM technical recommendations to GOJ-funded project documentation (e.g., Form 22) and approved designs for Japanese Facility Improvement Program (JFIP), Defense Policy Review Initiative (DPRI) and other local installation projects. Reviews and recommends design objectives, identifies potential network and cybersecurity vulnerabilities and compliancy issues by coordinating solutions with appropriate staff specialists. Examines and analyzes assigned project telecommunication drawings, plans, designs, specifications, exhibits, and provides written IT/TELCOMM weekly reports for leadership awareness and decision. Meetings may include technical discussions with the customer, United States Army Corps of Engineers (USACE), Department of Public Works (DPW), Okinawa Defense Bureau (ODB), other United States Military Services, Government of Japan (GOJ), contractors, and commercial service providers. Coordinates to resolution all 78th Signal Battalion issues resulting from these meetings. Evaluates, recommends, and provides written reports to USG leadership detailing valid Course of Actions for IT/TELCOMM enhancements, upgrades, or relocation of telecommunications facilities and cabling IAW accepted regulations, policies, and best practices. Manages GOJ-funded projects by leading 78th Signal Battalion work center personnel to accomplish specific project management tasks. Analyzes JFIP, DPRI and other local installation project requirements by providing technical specification participation identified through the installation's master planning process, validates IT/TELCOMM requirements by ensuring projects meet technical guidance, cybersecurity compliance, and installation requirements. Analyzes customer IT/TELCOMM requirements by ensuring baseline technical requirements are met with project documentation (e.g., Form 22). Develops and reviews IT/TELCOMM engineering plans, technical proposals, and cost estimates by providing written recommendations to the DAC supervisor. Performs other related or incidental duties as assigned.</p>	

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

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.

Must have at least one year specialized experience equivalent to the next lower grade level OR Masters Degree in a related field OR 3 academic year of graduate level education. And, 12 months Time- in-Grade (TIG) at next lower grade (BWT-1 Grade-6) is required.

要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read, and write English at Exceptional English proficiency (LPL-4) is required.

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

1. Must possess a valid GOJ driver's license (普通自動車免許) and be able to obtain a GOV driver's license.
2. Must have CompTIA Security+ CE or equivalent certification and maintain certification status.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

Coordination and assertive communication skills, and willingness to develop solutions for problems.

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

1. Must be able to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
2. Must complete the appropriate background investigation per DoD Instruction 8500.2 and DoD Directive 5200.2-R.
3. Must sign a statement of acceptance of responsibilities and privileged access.
4. Must be able to work outside of normal duty hours when required/directed.

勤務時間 / Work Schedule: Monday-Friday (40 hours per week), 0730-1630 (Recess: 1130-1230)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱／担当の人事課まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314/4241)

Contact phone number: 652-4314/4241

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Personnel Clerk MLC-607 BWT-1 Grade-4 LPL-2</p> <p>Personnel Technician MLC-461 BWT-1 Grade-5 LPL-3</p> <p>This position may be filled at 1-4 or 1-5 grade level depending on the certification, qualification and training of the applicant.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Japan G-1 CPD JESO Okinawa (Torii Station) [JESO-24-002]</p>
<p>職務内容/Duties:</p> <p>This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.</p> <p>BWT-1 Grade-4 (Trainee Level): Under the closer than normal supervision of the supervisor or senior specialists, the incumbent serves as a trainee, performs clerk work in Personnel and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Personnel Technician, MLC-461, BWT-1 Grade-5, LPL-3], and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.</p> <p>BWT-1 Grade-5 (Full-Performance Level): Serves as a primary POC for recruitment and classification actions to ensure the document packages are fully furnished for each personnel action process in JESO Okinawa. Assists higher grade specialists in various Staffing and Classification related duties. Receives, checks and confirms the document packages compiled with required documents to include but not limited to USFJ Form 31 (Personnel Work Order), Position Description (PD), etc. to forward for classification validation. Contacts selecting officials and/or administrative personnel in the office requesting the recruitment action to advise when missing documents are found or information entry are not accurate. Performs work involved in the PD update for vacancy announcement. Assists managers/supervisors in updating and modifying PD to ensure they reflect duties, responsibilities, licenses, certificates and qualification pertain to the positions. Processes USFJ Form 31 (Personnel Work Order) for a vacant position to be filled and for Post Retirement Employment (PRE) actions. Reviews, compares, analyzes, evaluates and recommends the duties of PD submitted from the organization to verify if duties comply with the Job Definition used for the position. Inquires management when detecting noticeable changes in the new PD for clarification before validating the duties described on the PD. Performs as a customer liaison to maintain contacts to managers/supervisors in Classification procedures as well as to work closely with Staffing Specialists in Okinawa and Classifiers in Zama. Receives, reviews and tracks Personnel Actions Request (USFJ Form 11EJ), Justification, PD, Organizational Chart, Workload Validation documents, and/or referenced materials for Position Abolish/Establish request, Position Review request, Special Work</p>	

Allowance request, and etc. Ensures the latest organization chart to verify if the position is properly assigned to the organization that aligns with the organization's position structure. Verifies the language proficiency level (LPL) and provides guidance to the management when they request to make a change to the LPL assigned to the PD. Refers to unusual, unprecedented, or questionable duty matters to Zama Classification Branch for clarifications (e.g., accretion of duties, re-descriptions, position reviews, impact of the person on the job). Files and maintains such documents as PD, Organizational chart, diagrams, and technical publications in accordance with Army Regulations. Provides all required information to customer and Zama Classification Branch. Operates government vehicle from/to work locations to conduct work assignments. Maintains personnel record to build, delete, and realign Local National Employee (LNE) positions in Defense Civilian Personnel Data System (DCPDS). Responsible for updating and maintaining all Okinawa LNE's PD information on Fully Automated System for Classification (FASCLASS). Creates (Position Build) and updates records through requiring the knowledge and interpretation of organization structures and PDs to determine supervisor position number, responsibility level, supervisory status, Unit ID Code (UIC) and organization code in FASCLASS. Operates DCPDS and Employee Management, Processing & Recruitment System (EMPREs) to update and maintain position control data and record such as position sequence number, PD number, employee information and related other information. Studies organization charts to control assignment of FASCLASS PD number and position sequence number. Ensures the FASCLASS PD number linked to position sequence number at EMPREs. Updates and compiles position control data at spread sheet. Performs other duties as assigned.

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

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.

BWT-1 Grade-4:

Must have at least one (1) year of general clerical/administrative work experience OR Completion of two-year junior college/university or technical or business school. And, six (6) months Time-in-Grade (TIG) at next lower grade.

BWT-1 Grade-5:

Must have at least one (1) year of specialized experience equivalent to the next lower grade level OR four (4) academic years above high school leading to a bachelor's degree OR completion of four (4) years college/university. And, one (1) year Time-in-Grade (TIG) at next lower grade

要求される語学能力級/Required Language Proficiency Level (LPL):

BWT-1 Grade-4:

Ability to speak, read and write English and Japanese at Average proficiency (LPL-2) is required.

BWT-1 Grade-5:

Ability to speak, read and write English and Japanese at Fluent proficiency (LPL-3) is required.

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

Must have a valid GOJ driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Must have knowledge and experience in operating computers with automation software such as Microsoft Word, Excel, Outlook, etc.
2. Ability to effectively communicate with all levels of personnel including senior management and/or non-English speakers.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime.
3. Must be available to TDY within Japan and Overseas.
4. Must be available to complete training as required.
5. 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.

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0730–1630

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

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Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
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<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineer (Architectural) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-51-24]</p>
<p>職務内容/Duties:</p> <p>Serves as a full performance level professional engineer for the architectural engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the architectural engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the architectural engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares architectural engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the architectural engineering portions of projects. Serves as an engineer providing support on all architectural engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides architectural engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.</p>	

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

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.

Must have at least one year of specialized experience equivalent to BWT-1 Grade-6 or Master's Degree in a related field or three academic year of graduate level education.

要求される語学能力級/Required Language Proficiency Level (LPL):

Language Proficiency Level 2: Average proficiency

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

1. Must be a college or university graduate with specialized education in Architectural Engineering or possess an official engineering license, e.g., First or Second Class Kenchikushi, Registered Architect (一級又は二級建築士免許).

2. Must have Japanese driver's license.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
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 U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 1830-1730 (Recess: 1130-1230)

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 Grade-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):**

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー / Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

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<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>IT Specialist (Customer Support) IHA-85, BWT 1-6, LPL: 3</p> <p>沖縄県外からの応募者のみ ↓ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): Information Technology Branch, NAF Support Management, DFMWR, USAG Japan, Torii Station [NSM 04-08-22]</p>
<p>職務内容/Duties:</p> <p>Provides a full range of technical customer services for all DFMWR automation users and non-DFMWR NAF automation users with network and stand-alone workstations. Configures network desktop or laptop computers with the standard Operating System and applications within the Army Golden Master (AGM). Applies all required service packs patches, and updates to ensure all computers are Information Assurance (IA) compliant. Configures peripheral equipment such as printers, scanners, etc. Requests new Internet Protocol (IP) address, Email and network accounts for newly arrived personnel, and request VPN and Wi-Fi accounts if needed. Transfers user's data form old to new computer. Serves as the Telephone Control Officer (TCO) to help prepare, process and track all Local Service Requests (LSRs) and reports to TCO Requests. Provides Email or desk side assistance and conducts advance troubleshooting to resolve complex hardware and software problems reported by users. Installs, configures, upgrades, and troubleshoots specific end-user software and all MWR mandated Management Information Systems (MIS) programs. Monitors and troubleshoots systems availability and recovers data in the event of hardware or software. Schedules downtime to minimize user impact. Monitors server performance using performance management tools. Schedules, monitors, and verifies integrity of system backups and restores files. Provides end-user training pertaining to automation as required by the DFMWR staff and higher authority. Operates government vehicle from/to work locations to conduct work assignments. Maintains and manages computers within "MWR Organization Unit (OU)" on the Active Directory, AP Domain. Assists senior IT Specialist to maintain MWR MIS application servers hosting RecTrac such as performing server software upgrades and vulnerability patches, installing, configuring, and troubleshooting for network application software and network printers, providing instructions for end-users, and performing server backup of application data on daily or weekly basis. Performs inventories of automation equipment</p>	

(hardware/software) and supplies needed on a regular basis and provide written documentation of such inventories. Evaluates hardware/software for possible procurement and implementation into the DFMWR mission in order to enhance activities operations. Collects, organizes, interprets and reports various forms of information verbally and in writing as required by the appropriate authorities and/or agencies. Uses various resources such as the Internet, seminars, and publications, etc. to stay updated with the latest information pertaining to Information Technology. Perform other related or incidental duties as assigned.

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

Must have at least one year of specialized experience equivalent to the next lower grade level (BWT: 1-5) OR Master's Degree in a related field OR three academic year of graduate level education.

要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read, and write English at fluent proficiency level (LPL: 3).

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

1. Must possess a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.
2. Must have or be able to obtain and maintain DoD Information Assurance Technical Level II, and Management Level I Certification requirements within 1 year from the appointment date.

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

1. Transfer (Relocation Cost) will not be paid.
 2. Must meet and maintain the IT personnel security requirements for IT II.
 3. May be subject to unscheduled overtime and/or work on weekends or holidays.
 4. TDY travel may be required throughout Japan and to the Continental United States (CONUS).
 5. Typically works in an office environment but may conduct site surveys and/or conduct moderately strenuous work, involving some physical exertion in a field, industrial. Storage, or comparable work environment.
 6. Must be able to obtain and maintain a system administrator (SA) card for privileged access to unclassified network devices.
 7. This position includes information assurance (IA) work, and the employee must meet the certification requirements of DoD 8570.01-m. Failure to obtain the proper IA certification may result in removal from this position. Certification and maintenance will be provided at no cost to the employee.
- 勤務時間/Work Schedule:** Mon-Fri (40 hours per week), 0730-1630 (Recess: 1200-1300)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

応募方法/How to apply:

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<p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍 日本人事事務所から人事サービスを受けている 全 MLC、IHA、MC 従業員 (米陸軍、 国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Safety Program Administrator MLC-286 BWT-1 Garde-7 LPL-4</p> <p>沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): Defense Logistics Agency (DLA) Okinawa (Chibana) [DLAE-4-CMD-01]</p>
<p>職務内容/Duties:</p> <p>Serves as senior Safety Program Administrator to lead the safety/environmental program while supervising a Safety Program Administrator BWT-1 Grade-6. Responsible for advising the Commander and leadership on safety and environmental procedures. As the lead, individual will review, update, and author Standard Operating Procedures providing guidance to all Energy Okinawa employees on safety and environmental programs. Provides critical staff supervision of Defense Logistics Agency Energy Okinawa environmental and safety programs. Manages environmental and safety oversight of an expansive Defense Fuel Support Point (DFSP) operation encompassing six bulk fuel terminals (56 million gallons of storage), two support facilities, and fuel distribution via 72 miles of pipeline to provide bulk fuel support to all Department of Defense organizations across the island of Okinawa. Establish guidelines and originating directives for all DLA Energy employees by conducting safety committee meetings with all DoD activities, reviewing committee minutes, reviewing and advising on policy changes, and conducting staff visits to the DLA Energy Okinawa terminals. Modifies and adapts safety directives, regulations and technical publications to apply to local and specific laws. Advises upper management, staff and operating officials on safety matters. Renders advice to operating supervisors and safety committee members on solutions to their specific problems. Maintains liaison with other staff offices such as medical and personnel offices for analyzing accident trends, improvement of health and sanitary conditions, utilization of personnel, and other matters involving safety. Operates government vehicles to accomplish daily assignments. Analyzes Enterprise Safety Applications Management System (ESAMS) safety inspections, deficiencies and accident statistics to identify problem areas or areas for improvement. Evaluates the overall effectiveness and efficiency of the safety and environmental program. Reviews accident/mishap reports and maintains statistical data while advising leadership on how to address concerns and improve operational safety. Disseminates lessons learned to organizational leadership and employees to identify causative factors and preventative measures to eliminate accident recurrence and reduce operational risk. Conducts environmental, fire safety, industrial hygiene and safety inspections/staff visits/surveys of all DLA Energy Okinawa</p>	

terminals and facilities. Advises leadership, supervisors, and employees on findings to reduce risk to operations and improve workplace safety and reduce environmental impact. Conducts no-notice/unscheduled inspections to follow up on potential trends or areas of concern to ensure remedial actions are effective. Develops/executes safety and environmental training plans. Provides updates to organizational leadership on safety/environmental training programs. Remains current on new safety/environmental regulatory guidance and safe practices. Coordinates with a variety of offices both internal and external to DLA Energy Okinawa to include Contractors, US Military Services and Government of Japan offices. Liaison to foreign governments, municipal governments, central and local police authorities, and civilian safety agencies on matters of mutual concern. Participates in cross-training as a part of office's succession planning for mission readiness and flexibility of assignment. Assists supervisor in developing the cross-training program, establishing written SOP's and desktop procedures for cross training purpose, etc. Conducts informal training to broaden employee skills and to provide backup skills by cross training. May be required to drive a non-tactical vehicle or assigned as a driver to ensure mission success. Performs other duties as assigned.

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

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.

Must have at least 1 year of specialized experience equivalent to the next lower grade level OR Master's Degree in a related field OR 3 academic years of graduate level education. And, one year Time-in-Grade (TIG) at next lower grade.

要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read and write English at **Exceptional** proficiency level (**LPL-4**) is required.

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

1. Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.
2. Must possess or be able to obtain following licenses/certificates:
3. Transportation of Hazardous Material and Hazardous Waste (HM/HM) for DOD
4. 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training
5. Incident Command System 300 Course/ Incident Command System 400 Course
6. Hazardous Substance Incident Response Management (HSIRM) Course
7. Environmental Officer Compliance Training, Rapid Response Oil Recovery System Training
8. Oil Spill Control Course, Hazardous Material and Hazardous Waste Management Course
9. Enterprise Environmental Safety and Occupational Health-Management Information System Training
10. Enterprise Safety Applications Management System (ESAMS) Training for Supervisors
11. Fall Protection Course, Confined Space Safety & Shipyard Competent Person Initial training, Industrial Noise Course, Supervisor Basic Responsibilities in Safety Training
12. Ground Mishap Investigation and Analysis Course
13. Industrial Radiation Safety Course, Overseas Hazardous Waste Generator Training
14. Principle of Scaffolding Course, Respiratory Protection Program Manager Course
15. Explosive Safety Management for Safety Professionals Course, Basic Industrial Hygiene Techniques Course, Construction Safety Standards Course, Environmental Management System Training
16. Machinery and Machine Guarding Standards Course

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Familiarization with Japanese/United States safety and environmental policy and regulation.
2. Knowledge of above ground storage tank, underground storage tank and the fuel pipeline system.
3. Knowledge to plan and conduct safety, environmental and spill prevention and response trainings.

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

1. **Transfer (Relocation Cost) will not be paid.**
2. Must be available to work overtime when required.
3. May be required to work outside of normal duty hours when requested.
4. Must be able to lift and carry items minimum of twenty five (25) kilogram in weight.

5. May be exposed to unpleasant conditions such as dust, dirt, fumes, excessive noise, vibration, and heat; and are valuable to cuts, bruises, burns, and broken bones. To minimize the dangers from these conditions, various protective devices will be provided.
6. May be exposed to inclement weather and may be required to work outdoors under the severe weather conditions.
7. May be exposed to chemicals and fuels coming in contact with exposed skin.
8. Must be physically capable of bending, kneeling, and working in awkward position for a long period of time.

勤務時間/Work Schedule: Monday-Friday (40 hours per week): 0730-1630 (Recess: 1130-1230)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー（上記下線部参照）/ Copies of License(s) and/or Certificate(s) as underlined above

応募方法/How to apply:

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Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : 098-961-7777 (内線/DSN: 652-5510 or 652-4314)

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa</p> <p>Vacancy Announcement for Local National Positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Automotive Equipment Inspector MLC-2033</p> <p>BWT-2 Grade-8 LPL-1</p> <p> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 403d AFSB LRC-Okinawa Maintenance Division (Torii Station) [LRC-072-24]</p>
<p>職務内容/Duties:</p> <p>Performs Vehicle/equipment inspections i.e. initial, in shop, and final on all incoming Vehicle/equipment. Conducts visual, physical, and functional inspections of automotive equipment to include watercraft vessels, construction equipment, power generation equipment, and fire fighting equipment. Indicates nature and extent of maintenance and repair work required. Computes degree of serviceability and economical repair-ability as required. Conducts road test of vehicle/equipment during initial and final inspection. Operates forklift with less than 3 ton lifting capacity for the inspection as needed. Checks the work accomplished by shop personnel for compliance with quality standards for operations. Uses personal knowledge and experience to accurately and independently form conclusions relating to serviceability and safety of equipment. Researches in accordance with AR(Army Regulation), TM (Technical Manual), SB (Supply Bulletin), TB(Technical Bulletin), SC (Supply Catalog), safety messages, CD-ROM computer based software (Commercial Vehicle Repair Media on CD-ROM "name depends on manufacture"), Internets accessing of manufacture and parts retailers to determine repair parts as needed. Researches maintenance expenditure limits, classification codes to determine life expectancy and service ability of equipment. Prepares proper documentation (i.e. DA 2404, DA 461-5, DA 3590, 12-6 parts request) for all inspection requirements. Updates Vehicle/equipment status in Global Combat Support System (GCSS)-Army on-line software. Maintains service and repairs historical data on vehicle/equipment, electronically. Performs other incidental or related duties as assigned.</p>	
<p>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</p> <p>Must have specialized experience in the related work at the next lower grade level.</p> <p>要求される語学能力級/Required Language Proficiency Level (LPL):</p> <p><u>Ability to speak, read and write English and Japanese at Elementary proficiency level (LPL-1) is required.</u></p> <p>要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:</p> <p>1. <u>Must possess a valid Government of Japan (GOJ) driver's license Manual Transmission (自動車運転免許—マニュアル車)</u></p>	

2. Must have a valid GOJ 2nd Class Maintenance Engineer certificate for vehicle with Gasoline (2 級ガソリン自動車整備士資格)and/or Diesel (2 級ディーゼル自動車整備士資格)
3. Must have a valid GOJ forklift license more than one ton or more (フォークリフト運転技能講習修了証-1 トン以上) and be able to obtain a GOV forklift license.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be available for overtime as necessary.
3. Must be able to perform duties in an automotive workshop environment.
4. Must be able to perform duties at on-site locations.
5. Must be able to use computer software such as Microsoft Office and other on-line software, is desired.
6. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0730-1615

Recess: 1130-1215

Non-workday and rest day: Saturday-Sunday

タイムイングレード/Time in Grade (TIG):

BWT-2 Grade-7

*現 MLC/IHA 従業員の応募者は、昇格する際には在日米軍にて常用従業員として職種は問わず次に低い等級以上での職務経験、または在日米軍以外での同等の職務経験が少なくとも 12 ヶ月なくてはなりません。12 ヶ月の期間には一時的昇格・派遣期間も含まれます。ただし、一時的昇格の期間中は昇格した基本給表(BWT)および等級で、派遣期間中は派遣前の基本給表および等級での考慮となります。応募者は TIG の条件を満たしている旨、応募書類に明記してください。

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 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):**

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / **Copies of License(s) and/or Certificate(s) as underlined above.**

応募方法/How to apply:

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問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

在日陸軍日本人事務所 沖縄 求人案内 U.S Army Japanese Employment and Services Office (JESO) Okinawa Vacancy Announcement for Local National positions	空席広報番号/Announcement Number 1-JESO-25 募集期間/Opening Period 8-14 January 2025
募集可能従業員/Area of Consideration: <input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan <input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa <input checked="" type="checkbox"/> 沖縄県内の在日陸軍日本人事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes) <input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the USAG-J Okinawa. 該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Electrician Foreman B, MLC-2094 BWT: 2-9, LPL: 1 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): USAG-Okinawa, DPW, O&M Division, B&G Branch, Torii Station [PW24-14]
職務内容/Duties: Responsible for work schedules and work orders for performance of preventive maintenance tasks on building and structures requiring the knowledge of carpentry, painting, masonry, plumbing, and electrical trades pertaining to general inspection and maintenance tasks at the building sites. Supervises the facility maintenance section personnel for preventive maintenance and repair tasks. Visits the job sites to check provide input, guidance and track progress of emergent, urgent, routine and preventive maintenance work orders, reporting progress to the Operations and Maintenance Chief. Reviews, prepares, and plans, weekly, monthly, and quarterly, work schedules, for building trades and preventive maintenance shops. Operates government vehicle from/to work locations to conduct work assignment. Performs duties as the facility section fire, safety and key control representative. Conducts fire/safety inspection of the facility maintenance section area of responsibility, initiate action to correct deficiencies, monthly and daily job-related safety tasks. Inspects facility maintenance work while in the process, to ensure the quality of the work meets the established standards, plumbing, building and electrical codes and ensures schedules are being met. Performs other related or incidental duties as assigned.	
必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement: <u>Must have 1 year of specialized experience in the Electrical Work at the next lower level. AND 1 year Time-in-Grade (TIG) at the next lower grade.</u> 3 years experience in carpentry masonry trades is highly desirable. 要求される語学能力級/Required Language Proficiency Level (LPL): <u>Ability to speak, read and write English and Japanese at Elementary proficiency level (LPL: 1) is required.</u> However, LPL:2 is highly desirable. 要求されるライセンス・修了証書・証明書/Required Licenses and Certificates: <u>Must have a valid GOJ driver's license (Manual Transmission / 自動車運転免許・マニュアル車) and be able to obtain GOV driver's license.</u> <u>Must possess Japanese 1st class electrician license (第一種電気工事士資格保持者であること)</u>	

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Must possess the electrician license, and have knowledge of the building trades, such as carpentry, plumbing painting.
2. Must be familiar with building, plumbing and electrical codes, and willing to read and stay current in regard to the codes and new technology.
3. Knowledge to operate Computer (Microsoft Office, Outlook, Internet searches, etc.) to support administrative tasks.
4. Ability to communicate effectively in English and Japanese, both orally and in writing.
5. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through subordinate supervisors.
6. Ability to plan and organize work assignments to determining resources required to accomplish the tasks/mission.

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

1. Must be physically fit to perform the duties above.
2. Must be able to lift, pull and carry items weighing up to 50 lbs. or heavier.
3. Must be able to work at great heights under extreme weather conditions.
4. Must be able to work outside of normal duty hours when required/directed.
5. Must be able to work overtime when requested.
6. This position is designated as "Mission Essential" which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures.

勤務時間/Work Schedule: Mon-Fri (40 hours per week) 0730-1615 (Recess: 1130-1215)

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

- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
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応募方法/How to apply:

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問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314/4241)

Contact phone number: 652-4314/4241

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the USAG-J Okinawa.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Mason or Bricklayer Foreman B MLC-2172 BWT-2 Garde-9 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Garrison Okinawa DPW O&M Division B&G Branch (Torii Station) [PW24-56]</p>
<p>職務内容/Duties:</p> <p>Serves as Mason or Bricklayer Foreman B with the full range of responsibilities. Supervises and directs subordinates in the different crafts within the Pavement and Grounds section of that branch. Works closely with Chief, Buildings and Grounds Branch in making daily work assignments. Inspects in method, inspects work performed, determines work practices and is charged with responsibility for planning personnel equipment and material requirements. Conducts safety training, on job training and necessary OJT. Prepares daily labor and equipment usage report. Reviews work orders and job orders. Studies blueprints and sketches to determine job requirements. Determines equipment and manpower requirements. Makes job equipment assignments, determining best method to accomplish the task. Assists in the inspection and data collection for installation Status Reports. Inspect Job Site for Work Performance, Quality and Safety Checks work sites daily to insure work is being performed safely. Check work sites to make sure quality work is being performed per specifications. Insures Proper Equipment Maintenance and Usage. Talks with customers, receives customer feedback and continues to look for better ways to improve shop assistance to customers. Operates government vehicle from/to work locations to conduct work assignments. Submits daily Labor and Equipment usage reports. Maintain subordinates personal file, AF Form 971. Approves subordinates leave and other personal requests. Properly maintain office files and reports. Reviews technical manuals, equipment operating manuals and safety manuals. Researches SOP, regulations and policies. Performs other related or incidental duties as assigned.</p>	
<p>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</p> <p><u>Must have 1 year of specialized experience in the related work at the next lower level. AND 1 year Time-in-Grade (TIG) at the next lower grade.</u></p> <p>要求される語学能力級/Required Language Proficiency Level (LPL): <u>Ability to speak, read and write English and Japanese at Average proficiency level (LPL-2) is required.</u></p> <p>要求されるライセンス・修了証書・証明書/Required Licenses and Certificates: <u>Must have a valid GOJ driver's license (Manual Transmission is desirable)/普通自動車免許(マニュアル車が望ましい)</u></p>	

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Must have ability to supervise and train subordinates.
2. Ability to communicate effectively in English and Japanese, both orally and in writing.
3. Knowledge to operate Computer (Microsoft Office, Outlook, Internet searches, etc.) to support administrative tasks.
4. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through subordinate supervisors.
5. Ability to plan and organize work assignments to determining resources required to accomplish the tasks/mission.
6. At least 4 years of working experience in the related field is desirable

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

1. Must be physically fit to perform the duties above.
2. Must be able to lift, pull and carry items weighing up to 50 lbs. or heavier.
3. Must be able to work at great heights under extreme weather conditions.
4. Must be able to work outside of normal duty hours when required/directed.
5. Must be able to work overtime when requested.
6. Must be able to obtain GOV driver's license.
7. 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.

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0730-1615 (Recess: 1130-1215)

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

- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー 事前質問票/ Copies of License(s) and/or Certificate(s)

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱／担当の人事課まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314/4241)
Contact phone number: 652-4314/4241

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
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<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineer (Mechanical) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p>沖縄県外からの応募者のみ</p> <p>応募書類をメールにてご提出ください。</p> <p>Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Garrison (USAG) Okinawa, Directorate of Public Works (DPW) Engineering Division (Torii Station) [PW24-20]</p>
<p>職務内容/Duties:</p> <p>Serves as a Mechanical Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform Mechanical engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Responsible for representing PP&CM Branch on a project design team, or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request For Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER) and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates, and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are</p>	

complicated by changing situations, user requirements, and host nation considerations. Classifies work categories, and ensure that statutory financial limitations are strictly followed. Prepares the meeting minutes and reports concerning various architectural and engineering actions. The work requires in-depth Japanese and U.S. architectural and engineering knowledge and skills in dealing with progressively difficult and/or varied situations or newly developed systems or projects. Makes recommendations as necessary to assume sound economic engineering state-of-art designs, meeting mission requirements, and conformance with directive and regulations governing facility operation to minimize future maintenance and repair problems. Responsible for all post-design project efforts. Reviews contractor submittals for compliance with contract documents. Participates in pre-bid surveys, pre-construction meetings and construction-related inspections. During final inspection, confirms and verifies performance of architectural and engineering systems and assist with determining project acceptance. Provides technical assistance to Contracting personnel, and assists in resolving contract changes. Reviews contractor proposals to identify errors or omissions. Participates in contract negotiations (when necessary) to ensure that all bidders understand project scope of work. Assists construction inspectors by providing them solutions to problems which may arise during construction. Provides technical assistance to other DPW divisions and customers to identify and solve architectural and engineering problems. Assists with preparation of documents to establish/renew miscellaneous contracts. Conducts design reviews for projects being executed by others (i.e. proprietary approval, JED, DPRI/FIP, etc.) and comment as necessary. Develops technical findings and recommendations defending the command's position on critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government and communities to resolve critical/controversial aspects of engineering projects and issues. Creates, revises, and updates reoccurring service contracts in conjunction with the needs of the Garrison and other supported facilities to include performance work statements, contracts, estimates, schedules, and funding efforts. Performs other duties as assigned.

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

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.

At least one year of specialized experience equivalent to the next lower grade level OR Master's Degree in Engineering OR Three (3) academic year of graduate education in engineering OR Must have combination of Education/License and Experience as indicated below. And, 1 year Time-in-Grade (TIG) at next lower grade.

Must have combination of [Education/License] and [Experience] as indicated below:

Education/License] Must be a four (4) year college or university graduate with specialized education in Mechanical Engineering OR Possess an official engineering license of Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備士免許-機械), Professional Engineer (技術士免許), Construction Management Engineer 1st (一級管工事施工管理技士免許) etc.

要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read and write English at Average proficiency level (LPL-2) is required.

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

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Good communication skills in English and Japanese.
2. Must have good computer skills (CAD, Windows, MS Office, etc.).
3. Sufficient work experience with coordination skill used in US military installations to lead other architects/engineers.

要求される雇用条件/Required Condition of Employment (COE)

1. Must be able to work overtime or temporarily adjust work schedule as needed.

2. Must be able to travel (TDY) as needed.
3. Must be able to work both indoors and outdoors in excessive heat, cold and humidity.
4. Must be able to climb, use of legs and arms.
5. Must be able to perform moderate lifting and carrying (15-44 lbs).

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0700-1545 (Recess: 1130-1215)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
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- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above

応募方法/How to apply:

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<p>職務内容/Duties:</p> <p>Serves as a Civil Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform civil engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Responsible for representing PP&CM Branch on a project design team or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request for Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER) and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are</p>	

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Must have combination of [Education/License] and [Experience] as indicated below:

Education/License] Must be a four (4) year college or university graduate with specialized education in Civil Engineering OR possess an official engineering license, e.g., Registered Civil Engineer Consulting Manager (RCCM), or 1st or 2nd Class Construction Management Engineer (一級、又は、二級土木施工管理技士), Professional / Consulting Engineer (技術士免許).

要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read and write English at Average proficiency level (LPL-2) is required.

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

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

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問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314/4241)

Contact phone number: 652-4314/4241

<p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。</p> <p>Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineer (Architectural) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p>沖縄県外からの応募者のみ</p> <p>応募書類をメールにてご提出ください。</p> <p>Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Garrison (USAG) Okinawa Directorate of Public Works (DPW) Engineering Division (Torii Station) [PW24-49]</p>
<p>職務内容/Duties:</p> <p>Serves as an Architectural Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform architectural engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. responsible for representing PP&CM Branch on a project design team or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request for Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER), and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are</p>	

complicated by changing situations, user requirements, and host nation considerations. Classifies work categories and ensure that statutory financial limitations are strictly followed. Prepares the meeting minutes and reports concerning various architectural and engineering actions. The work requires in-depth Japanese and U.S. architectural and engineering knowledge and skills in dealing with progressively difficult and/or varied situations or newly developed systems or projects. Makes recommendations as necessary to assume sound economic engineering state-of-art designs, meeting mission requirements, and conformance with directive and regulations governing facility operation to minimize future maintenance and repair problems. Responsible for all post-design project efforts. Reviews contractor submittals for compliance with contract documents. Participates in pre-bid surveys, pre-construction meetings and construction-related inspections. During final inspection, confirms and verifies performance of architectural and engineering systems and assist with determining project acceptance. Provides technical assistance to Contracting personnel and assists in resolving contract changes. Reviews contractor proposals to identify errors or omissions. Participates in contract negotiations (when necessary) to ensure that all bidders understand project scope of work. Assists construction inspectors by providing them solutions to problems which may arise during construction. Provides technical assistance to other DPW divisions and customers to identify and solve architectural and engineering problems. Assists with preparation of documents to establish/renew miscellaneous contracts. Conducts design reviews for projects being executed by others (i.e. proprietary approval, JED, DPRI/FIP, etc.) and comment as necessary. Develops technical findings and recommendations defending the command's position on critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government and communities to resolve critical/controversial aspects of engineering projects and issues. Creates, revises, and updates reoccurring service contracts in conjunction with the needs of the Garrison and other supported facilities to include performance work statements, contracts, estimates, schedules, and funding efforts. Performs other duties as assigned.

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

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.

At least one year of specialized experience equivalent to the next lower grade level OR Master's Degree in Engineering OR Three (3) academic year of graduate education in engineering OR Must have combination of Education/License and Experience as indicated below. And, 1 year Time-in-Grade (TIG) at next lower grade.

Must have combination of [Education/License] and [Experience] as indicated below:

Education/License] Must be a four (4) year college or university graduate with specialized education in Architectural Engineering OR possess an official engineering license; 1st or 2nd Architectural Engineering (一級または二級建築士免許) OR Kenchiku Setsubishi (Consulting Engineer (建築設備士免許)).

要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read and write English at Average proficiency level (LPL-2) is required.

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

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Good communication skills in English and Japanese.
2. Must have good computer skills (CAD, Windows, MS Office, etc.).
3. Sufficient work experience with coordination skill used in US military installations to lead other architects/engineers.

要求される雇用条件/Required Condition of Employment (COE)

1. Must be able to work overtime or temporarily adjust work schedule as needed.
2. Must be able to travel (TDY) as needed.
3. Must be able to work both indoors and outdoors in excessive heat, cold and humidity.

4. Must be able to climb, use of legs and arms.
5. Must be able to perform moderate lifting and carrying (15-44 lbs.)

勤務時間/Work Schedule: Monday-Friday (40 hours per week): 0700-1545 (Recess: 1130-1215)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱／担当の人事課まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314/4241)

Contact phone number: 652-4314/4241

<p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineering Technician (Civil) MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Civil) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</p> <p>沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Okinawa Engineering Design Branch Civil Section (Camp Foster) [OM-27-24]</p>
<p>職務内容/Duties:</p> <p>This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.</p> <p>BWT-1 Grade-6 (Trainee Level): Under the closer than normal supervision of the supervisor or senior specialists, the incumbent serves as a trainee, performs technician type engineering work in Civil engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Civil), MLC-525, BWT1 Grade-7, LPL: 2], and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.</p> <p>BWT-1 Grade-7 (Full-Performance level): Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Serves as a full performance level professional engineer for the civil engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S.</p>	

Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as an engineer providing support on all civil engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides civil engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

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

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.

BWT-1 Grade-6:

Must have at least one year of *specialized experience equivalent to the next lower grade level OR completion of four year college/university in a related field OR 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.

BWT-1 Grade-7:

Must have at least one year of *specialized experience equivalent to the next lower grade level OR Masters Degree in a related field OR 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.

To qualify at BWT-1 Grade-7 must have combination of [Education/License] and [Experience] as indicated below:

[Education/License/Experience]:

Must be a four (4) year college or university graduate with specialized education in Civil Engineering**, OR Possess an official engineering license, e.g., First or Second Class Kenchikushi (Registered Architect/一級または二級建築士), Kenchiku Setsubishi (Mechanical/Electrical Engineer/建設設備士免許) or Gijutsushi (Constructing Engineer/技術士免許), Doboku Sekou Kanri Gishi 土木施工管理技士 (Construction Management Engineer), Registered Civil Engineer Consulting Manager (RCCM), etc.

[Experience]:

Must have at least one (1) year of *specialized experience equivalent to next lower grade.

要求される語学能力級/Required Language Proficiency Level (LPL):**BWT-1 Grade-6:**

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

BWT-1 Grade-7:

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

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

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Knowledge of codes and regulations as well as the use of sound engineering judgment.
2. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil engineering field.
3. Comprehensive knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.
4. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
5. Good working knowledge of various office automation software and tools to support office operations for producing and preparing documents such as letters, reports, spreadsheets, and graphs.
6. 2 years of experience in Civil Engineering is highly desirable.

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

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil Engineering field.
2. Knowledge of computer software such as: MS Office Suite to include Word, Excel, Outlook and Auto-CAD.
3. Coordination and assertive communication skills and willingness to develop solutions for problems.
4. 3 years practical experience in Civil engineering fields is desirable.
5. Must be able to travel to attend training, meetings or conference, and surveying US funded and Host Nation funded building, including multiple story building and unpaved rough nature environment.
6. Must be physically fit.
7. Must be able to stand or walk for long period under extreme weather conditions.
8. Must be able to work outside of normal duty hours when required/directed.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215 or 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / **Copies of License(s) and/or Certificate(s) as underlined above.**

応募方法/How to apply:

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<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍 日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineering Technician (Mechanical) MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</p> <p>沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Okinawa Engineering Design Branch (Camp Foster) [OM-29-24]</p>
<p>職務内容/Duties:</p> <p>This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.</p> <p>BWT-1 Grade-6 (Trainee Level): Under the closer than normal supervision of the supervisor or senior specialists, the incumbent serves as a trainee, performs technician type engineering work in Mechanical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Mechanical), MLC-525 BWT-1 Grade-7 LPL-2], and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.</p> <p>BWT-1 Grade-7 (Full-Performance level): Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the mechanical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest</p>	

developments and technical publications in the mechanical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares mechanical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the mechanical engineering portions of projects. Serves as an engineer providing support on all mechanical engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides mechanical engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment.

Performs other duties as assigned.

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

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.

Must have combination of [Education/License] and [Experience] as indicated below:

BWT-1 Grade-6:

Must have at least one 1 year of specialized experience in Mechanical Engineering equivalent to BWT-1 Grade-5. And, 1 year Time-in-Grade (TIG) at next lower grade.

BWT-1 Grade-7:

Must have at least 1 year of specialized experience in Mechanical Engineering equivalent to BWT-1 Grade-6. And, 1 year Time-in-Grade (TIG) at next lower grade.

Must have combination of [Education/License] and [Experience] as indicated below:

[Education/License] Must be a four (4) year college or university graduate with specialized education in Mechanical Engineering OR possess an official engineering license, [e.g., Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備士免許 (機械)), Professional Engineer (技術士免許), Construction Management Engineer 1st (1級管工事施工管理技士免許) etc.]

[Experience] Must have at least one (1) year of specialized experience** equivalent to BWT-1 Grade-6.

要求される語学能力級/Required Language Proficiency Level (LPL):

BWT-1 Grade-6:

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

BWT 1 Grade-7:

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

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

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Mechanical engineering field.
2. Coordination and assertive communication skills, and willingness to develop solutions for problems.
3. Must have experience in Mechanical engineering design and review.
4. Must have experience with standard office computer software, Microsoft Office, Adobe, etc.

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

1. Must be able to go on temporary duty (TDY).
2. Must be available for overtime as necessary.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

<p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineering Technician (Civil) MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Civil) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</p> <p>沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Okinawa Engineering Design Branch Civil Section (Camp Foster) [OM-22-22]</p>
<p>職務内容/Duties:</p> <p>This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.</p> <p>BWT-1 Grae-6 (Trainee Level): Under the closer than normal supervision of the supervisor or senior specialists, the incumbent serves as a trainee, performs technician type engineering work in Civil engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Civil), MLC-525, BWT-1 Grade-7, LPL: 2], and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.</p> <p>BWT-1 Grade-7 (Full-Performance level): Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Serves as a full performance level professional engineer for the civil engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S.</p>	

Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as an engineer providing support on all civil engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides civil engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

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

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.

BWT-1 Grade-6: Must have at least one year of *specialized experience equivalent to the next lower grade level OR completion of four year college/university in a related field OR 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.

BWT-1 Grade-7: Must have at least one year of *specialized experience equivalent to the next lower grade level OR Masters Degree in a related field OR 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.

To qualify at BWT-1 Grade-7, must have combination of [Education/License] and [Experience] as indicated below:

[Education/License]:

Must be a four (4) year college or university graduate with specialized education in a related field OR Possess an official engineering license, e.g., First or Second Class Kenchikushi (Architect/Civil Engineer) Kenchiku Setsubishi (Mechanical/Electrical Engineer/建設設備士免許), Gijutsushi (Constructing Engineer/技術士免許), Doboku Sekou Kanri Gishi (Construction Management Engineer), Registered Civil Engineer Consulting Manager RCCM), etc.

[Experience]:

Must have at least one (1) year of *specialized experience equivalent to next lower grade.

要求される語学能力級/Required Language Proficiency Level (LPL):

BWT-1 Grade-6:

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

BWT-1 Grade-7:

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

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

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Knowledge of codes and regulations as well as the use of sound engineering judgment.
2. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil engineering field.
3. Comprehensive knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.
4. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
5. Good working knowledge of various office automation software and tools to support office operations for producing and preparing documents such as letters, reports, spreadsheets, and graphs.
6. 2 years of experience in Civil Engineering is highly desirable.

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

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil Engineering field.
2. Knowledge of computer software such as: MS Office Suite to include Word, Excel, Outlook and Auto-CAD.
3. Coordination and assertive communication skills and willingness to develop solutions for problems.
4. 3 years practical experience in Civil engineering fields is desirable.
5. Must be able to travel to attend training, meetings or conference, and surveying US funded and Host Nation funded building, including multiple story building and unpaved rough nature environment.
6. Must be physically fit.
7. Must be able to stand or walk for long period under extreme weather conditions.
8. Must be able to work outside of normal duty hours when required/directed.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215 or 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

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問い合わせ先：098-961-7777（内線/DSN: 652-4314 or 652-4241）

<p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍 日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Engineer (Civil) MLC-541 BWT-1 Grade-8 LPL-2</p> <p>Engineer (Civil) MLC-543 BWT-1 Grade-9 LPL-3</p> <p>This position may be filled at 1-8 or 1-9 grade level depending on the certification, qualification and training of the applicant.</p> <p>沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Engineering Division Okinawa Engineering Design Branch (Camp Foster) [OM-36-21]</p>
<p>職務内容/Duties:</p> <p>This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.</p> <p>BWT-1 Grade-8 (Trainee Level): Under the closer than normal supervision of the supervisor or senior specialists, the incumbent serves as a trainee, performs engineering work in Civil Engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Civil), MLC-543 BWT-1 Grade-9 LPL-3], and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.</p> <p>BWT-1 Grade-9 (Full-Performance Level): Serves as the highest level Engineer for the Civil Engineering portions of projects during the planning, designing, directing and largest and most complex construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the U.S. Government. Attends conferences with A-E firms, the GOJ, and end-users, and represents the District</p>	

and the USFJ as an expert consultant in the civil engineering field. Negotiates to resolve civil aspects of critical and/or controversial problems with other agencies' senior engineers of equal level and agency directors who have differing or opposing views. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Prepares civil engineering portions of technical criteria documents and drawings for the largest and most complex engineering programs and/or new construction and major renovation projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work independently. Results of the work are normally accepted without significant change. Provides translations of technical documents from English to Japanese, and from Japanese to English. Reviews regulations, criteria, and Standard Operating Procedures (SOP) used by the USFJ, architect-engineer (A-E) firms, and the GOJ's engineers. Develops common standards, criteria, and policies for the four services in Japan for their use in developing designs of the civil engineering portions of projects. Serves as an expert technical advisor on all civil engineering issues. Has comprehensive knowledge, initiative, ingenuity, and exceptional technical judgment in dealing with state-of-the-art designs, engineering, and modern technologies. Projects range from conventional to the largest and most complex, such as headquarters buildings, hospitals, large high rise housing structures, large industrial shops, ports, docks, POL facilities, airfields, hangars, engine test cells, precision measuring equipment laboratories, utility plants and systems, communications facilities and systems, and other comparable engineering projects. Determines approaches to be used, justifies his/her decisions, and is responsible and accountable for the results. Solves, advises on, or evaluates project design problems ensuring compliance with Department of Defense (DoD) and industry architectural/engineering standards and requirements for Host Nation and US Funded programming and design documents. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Mentors lower grade engineers in carrying assigned projects through to completion. Provides civil engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other related or incidental duties as assigned.

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

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.

BWT-1 Grade-8:

Must have at least one year of *specialized experience equivalent to the next lower grade level OR completion of four year college/university in **CIVIL ENGINEERING**. And, 1 year Time-in-Grade (TIG) at next lower grade.

*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.

To qualify at BWT-1 Grade-9, must have combination of [Education/License] and [Experience] as indicated below:

[Education/License] Must be a four (4) year college or university graduate with specialized education in **CIVIL ENGINEERING** OR possess an official engineering license, e.g., Registered Civil Engineer Consulting Manager (RCCM), or 1st or 2nd Class Construction Management Engineer (一級、又は、二級土木施工管理技士), Professional / Consulting Engineer (技術士免許). And, 1 year Time-in-Grade (TIG) at next lower grade.

[Experience] Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-8.

要求される語学能力級/Required Language Proficiency Level (LPL):

BWT-1 Grade-8:

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

BWT-1 Grade-9:

Ability to speak, read, and write English and Japanese at Fluent proficiency level (LPL-3) is required.

The language proficiency level (LPL) is lowered than what is required in the position description to solicit broader applicants. However, the position requires, LPL-4, which an employee is encouraged to achieve upon appointment.

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

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. 5 years of experience in related fields highly desirable.
2. Ability translates technical terminologies and engineering concepts from English to Japanese.
3. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
4. Good working knowledge of various office automation software and tools to support office operations for producing/preparing documents such as letters, reports, spreadsheets, and graphs.
5. Knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.

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

1. Must be able to go on temporary duty (TDY).
2. Must be available for overtime as necessary.

勤務時間/Work Schedule: Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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問い合わせ先 : 098-961-7777 (内線/DSN: 652-4314 or 652-4241)

<p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa</p> <p>Vacancy Announcement for Local National positions</p>	<p>空席広報番号/Announcement Number 1-JESO-25</p> <p>募集期間/Opening Period 8-14 January 2025</p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍 日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p>Automotive Equipment Inspector Foreman-A MLC-2033 BWT-2 Grade-9 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 403D AFSB LRC-Okinawa Maintenance Division (Torii Station) [LRC-049-22]</p>
<p>職務内容/Duties:</p> <p>The employee serves as the Foreman A for the shop directing the work of other craftsmen and concurrently performs a certain number of identical duties that are assigned to subordinates. The employee also assists supervisor in identifying problems, developing improved processes, and mentoring other employees to successfully accomplish the mission assigned to Maintenance Division, LRC Okinawa.</p> <p>The employee performs full range of the senior section supervisor duties to include providing instruction, establishing priorities to manage all tactical and non-tactical vehicles, etc. Determines assignments, prioritizes them based on workload, considers the skills, manpower, and equipment needed, and seeks qualified vendors to modify the vehicles. Serving as a group pacesetter, maintaining group discipline, enforcing safety and housekeeping rules, and being responsible for the tools, equipment, and supplies. Selects workers and assigns tasks to be performed, explains work requirements, and procedures, instructs subordinates on new procedures, provide advice when problems arise and reviews work. Attends work group meetings and passes on to subordinates instructions received from U.S. supervisors. Reports to supervisor on status and progress of work and causes of work delays. Answers questions of supervisor on overall work operations and problems. Performs various technical and safety inspections (e.g., acceptance, TI, final, safety) on vehicles (e.g., weapon carrier, truck, bus, etc.), Special Purpose Vehicles (ambulance, fire trucks, dump, wrecker, etc.), Construction Equipment (crane, grader, bulldozer, mixer, roller, etc.), Material Handling Equipment, etc. in accordance with Army regulations and other relevant/applicable technical manuals. Estimates cost of salvage value on damaged vehicles, cost of repairs, etc. Translates technical publications from English to Japanese and vice versa. Serves as a coordinator when requested to modify a vehicle to meet safety standards, etc. Serves as liaison and interpreter (verbal and written) between Chief, Supervisor/Customer, Shop Sections, and outside agencies. Assists the supervisor in performing the other administrative duties as assigned. Organizes data effectively to meet various management needs and maintains production reports and records. Performs other related or incidental duties as assigned.</p>	
<p>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</p> <p>Must have at least one year of specialized experience in the related work at the next lower grade level, or equivalent. And, 1 year Time-in-Grade (TIG) at the next lower grade.</p>	

要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read, and write English at Average proficiency (LPL-2) is required. However, Fluent proficiency (LPL-3) is highly desirable. Ability is used to understand and translate technical publications written in English.

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

1. Must possess a valid Government of Japan (GOJ) driver's license 普通自動車運転免許 (Manual Transmission/マニュアル車).
2. Must possess or be able to obtain a valid certificate for operation of Forklift with a lifting capacity of 1 ton or more (フォークリフト運転技能講習修了証/最大荷重 1 トン以上) before effective date of appointment (勤務開始日までに).
3. Must have a valid 2nd Class Gasoline Automotive Mechanic license (二級ガソリン自動車整備士免許) and/or Diesel Automotive Mechanic License (二級ディーゼル自動車整備士免許).
4. Must possess or be able to obtain a Government Owned Vehicle (GOV) driver's license for the above-mentioned licenses.

要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):

1. Knowledge or certified in a wide range of automotive mechanic principles, processes, and techniques, heavy mobile equipment mechanic, and motor vehicle operating.
2. Knowledge or certified in the Global Combat Support System (GCSS) and other maintenance services monitoring system.
3. Knowledge in safety regulations, practices, and procedures on the U.S. Army regulations and Japanese Government local policies and requirements.
4. Knowledge of personnel management policies, practices and procedures, sexual harassment prevention and equal employment treatment.
5. Knowledge to operate Computer (Microsoft Office, Outlook, Internet searches, professional emails) to support administrative tasks.
6. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through one or more levels of subordinate supervisors.
7. Ability to read and interpret blueprints, diagrams, sketches, and technical specifications.
8. Ability to effectively communicate in English and Japanese in level two, both orally and in writing.
9. Ability to plan and organize work assignments to determining resources required to accomplish the tasks/mission.

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

1. Must be physically fit to perform the duties above.
2. Must be able to lift minimum of twenty-five (25) kilogram in weight
3. Must be able to use the computer to perform administrative support.
4. Must be able to work overtime when requested.
5. Must be able to work outside of normal duty hours when requested.
6. This position is designated as "Mission Essential" which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures.

勤務時間/Work Schedule: Monday-Friday (40 hours per week) 0730-1615 (Recess: 1130-1215)

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日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場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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