

KADENA CIVILIAN PERSONNEL FLIGHT

<http://www.kadenafss.com/career/civilian-personnel-section/>

Vacancy Announcement No. (求人広告番号): **JA-21-01**

Opening Date:
発行日:

1 October 2020
令和 2 年 10 月 1 日

Closing Date:
締切日:

Open until filled
採用が決まるまで

Who May Apply (募集対象従業員):

MLC/IHA/MC employee in **mainland Japan**.
沖縄県外の在日米軍に所属する MLC/IHA/MC 従業員

Eligible employees who are interested in being considered for the following vacant position(s) must read below instructions carefully.

How to apply: Please submit your applications to Kadena Civilian Personnel Flight (CPF) Japanese National Staffing Section. Applications should be submitted via:

1. Email to Kadena.jnstaffing@us.af.mil
2. Fax to (Base Operator) 098-938-1111 / (Extension) 634-2256

Acknowledgement: Kadena JN Staffing sends email acknowledging receipt of your application received via email or fax. Therefore, email address must be legible for us to send the acknowledgement.

Required documents: KADENA AB Form 1EJ, 20090413 (APPLICATION FOR KADENA V/A) and copies of required licenses/certifications if any. Application form is available on 18th Force Support Squadron Home Page at <http://www.kadenafss.com/career/civilian-personnel-section/>. (Please refer to "How to fill out application form")

Important note: As an applicant, it is your responsibility to complete your application correctly and ensure all the required documents are attached to the application. Please limit your documents only to application and required documents. Submitted applications will not be returned.

Relocation expense is authorized.

本求人広告に記載された職種へ応募する従業員は、下記の注意事項をご確認ください。

応募方法: 応募書類は、嘉手納人事部雇用課へ以下のいずれかの方法で提出してください。

1. 電子メール送信 Kadena.jnstaffing@us.af.mil
2. ファックス送信 (外線番号) 098-938-1111 / (内線番号) 634-2256

応募書類受信のお知らせ: 嘉手納人事課雇用担当では、応募書類等の受信確認の電子メールをお送りしていますので、メールアドレスは読みやすい字で記入をお願いいたします。また、応募書類提出後1稼働日を経過しても受信の通知がない場合はご連絡下さい。
<注意> 受信した書類等の不備については、お知らせいたしかねますので、ご了承ください。

応募書類: KADENA AB Form 1EJ, 20090413 (嘉手納応募履歴書) と応募に必要な免許証・証明書等の写し。応募履歴書は第 18 フォースサポート中隊のホームページからダウンロード (PDF フォーム形式) できます。(ホームページ <http://www.kadenafss.com/career/civilian-personnel-section/>を参照)。(応募書類の書き方をご参照下さい)

注意事項: 応募者は各自の責任において応募書類に記入漏れや不備がないかを確認し、また必要な添付書類の確認も行ってください。応募の際は必要書類のみ提出してください。提出された応募書類の返却はいたしません。

転勤にかかる費用につきましては、支給が認められております。

Contact information (問合わせ先): (Base Operator) 098-938-1111 / (Extension) 632-7912 or kadena.jnstaffing@us.af.mil

語学能力に関する規定の変更 Language Proficiency Level (LPL) Certificate Requirement Change

語学能力を証明する書類が必要となります。応募する職種の LPL をご確認の上、該当する証明書(コピー)を添付して下さい。ALCPT スコアに一部変更がありますのでご確認下さい。

ENGLISH PROFICIENCY TEST (EPT)

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	1 st
3 (Fluent)	730 – 859	76 – 85	90 – 100	550 – 599	210 – 249	80 – 99	870 –	Pre-1 st
2 (Average)	550 – 729	66 – 75	75 – 89	460 – 549	140 – 209	50 – 79	560 – 869	2 nd
1 (Elementary)	400 – 549	51 – 65	65 – 74	430 – 459	120 – 139	40 – 49	475 – 559	Pre-2 nd
PRE-1 (Minimal)	350 – 399	NA	40 – 64	NA	NA	NA	NA	3 rd

注意事項

2006 年 4 月 18 日付第 5 空軍の規約覚書により、直属の部下及び指揮系統下の親族雇用、さらに人選権・人事措置・職務評価に影響を及ぼす事が可能な者が親族の選抜を促す行為等が禁止されています。

親族とは、父、母、夫、妻、息子、娘、兄弟、姉妹、叔(伯)父、叔(伯)母、従兄弟(姉妹)、甥、姪、義父、義母、義兄弟、義姉妹、継父、継母、継子、継兄弟、継姉妹、異母(父)兄弟、異母(父)姉妹、祖父母、孫等。

また、応募申込書 1 ページ目下段に記載されてる項目欄(記入例を参考)が未記入の場合は書類不備とみなされますので御了承下さい。

記入例

アメリカ軍人又は軍属(SOFA)の扶養家族ですか? Are you a family member of a SOFA status personnel? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	応募先の職場に家族・親戚が働いている場合は、その方の氏名をお書きください。 If any, list your family member/relatives who are employed in the command where this position is located. なし (None) 又は 浦島太郎 (伯父)	これまでに逮捕又は法律に違反して有罪の判決を受けた事がある方は詳細を記入して下さい。 Have you ever been arrested, indicted or convicted for any violation of law? If so, state complete circumstances. なし (None) 又は 窃盗・器物破損
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これらの欄が未記入の場合は書類不備としてみなされ、面接者紹介リストには載りません。下記の署名と日付の欄も記載がない場合は書類不備となりますので、記入漏れのないようご確認下さい。

私は、募集要項の資格条件を読み、これらの条件を満たしているものと信じます。なお、本求人広告申込書を受付終了前に人事課に届くよう確認するのは私の責任であることを了解しています。本申込書中のすべての項目について、もし虚偽の記述をした場合には、直ちに解雇又は本申込書が不承認になりうることを私は承知しています。ここに記入した事柄は私の知る限り、また信じる限り事実であることの証明として署名します。
 I have read the qualifications required for this position and believe that I meet these requirements. I also understand that it is my responsibility to ensure that my application reaches the Civilian Personnel Flight prior to the closing date. I understand that falsification of any item herein may result in the immediate termination of my employment or disapproval of my application. I place my signature in certification that the information contained herein is the truth to the best of my knowledge and belief.

申込日付 Date of Applying 24 Dec 2013	本人の署名 SIGNATURE OF EMPLOYEE Tiro Yamamoto 又は 山本 次郎	電子署名 又は 直筆の署名
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Position Title/Series Grade/LPL	Engineer (General), MLC-525, BWT 1-7, LPL: 4		
Work Place	718 CES/CENPD, Engineering Flight, Kadena AB	Number of position(s)	1
Summary of duties:			
<p>Plans and programs projects consistent with Base General Plan. Work involves planning and review of large, complex programs and projects involving new facility construction and major renovations. Typical projects cover the complete range of engineering disciplines such as highly technical and complex buildings and structures including aircraft hangars, maintenance shops, large administrative facilities, warehouses, industrial facilities, computer facilities, base utilities, and infrastructure systems. Determines requirements for new facilities, work classifications, cost estimates, prepares full package DD Form 1391s and completes approval information on AF Form 332s. Work requires having an in depth knowledge of United States Department of Defense, United States Air Force, and Japanese Government guidelines and policies on programming and technical criteria. Serves as the focal point on programming criteria and provides guidance and advice to upper management and base command/staff on complex engineering problems and issues. Develops criteria and policies for use in long-range planning and execution of programs and projects. Plans, coordinates, and reviews necessary modifications to complex facilities, utilities, and infrastructure systems. Ensures these modifications are executed within programming rules and budgetary constraints set by United States D Department of Defense, United States Air Force and other government agencies. Through extensive coordination with the project end user, investigates project requirements, technical feasibility, costs, and identifies appropriate scope of effort. Ensures mission requirements are met while keeping the project scope within allowable authorizations. Works closely with the community planner on siting new requirements to identify waivers, constraints, and/or local political issues. Ensures project management software (TRIRIGA) and other project databases are kept up to date with current programming and engineering information. Programs and manages engineering studies to define future facility requirements or the capability of existing facilities and infrastructure systems to support new missions and repair requirements for existing facilities to remain useful. Responsible for responding to, justifying, and defending recommendations against higher headquarters and other agency questions. Acts as the base representative in resolving/negotiating critical programming/technical issues with HQ PACAF, 5th AF, and other government agencies. Acts as liaison between the 718 CES/CEN and 18 CES/CEOE Operations Engineering. Actively engages with 18 CES/CEOER in order to create accurate requirements for project work. Discuss and coordinates proposed new technologies with all of the design sections, including architectural, mechanical, civil, and electrical sections. Monitors and ensures project compliance with health, safety, and environmental rules and procedures. Performs other related or incidental duties as assigned.</p>			
Basic Qualification Requirements:			
1. Must have combination of education/license and experience as indicated below.			
<u>Education/License:</u>			
a. <u>Must be a college or university graduate with specialized education in engineering OR</u>			
b. <u>Possess an official engineering license, e.g., <u>First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許)</u>, <u>Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許)</u> or <u>Gijutsushi (Consulting Engineer 技術士免許)</u>, etc.</u>			
AND			
<u>Experience:</u>			
One year of specialized experience in engineering work involving facility construction and renovations or in other related engineering fields.			
2. Ability to speak, read, and write English at fluent proficiency level (LPL-3) is highly desirable. English proficiency will be determined during an interview.			
3. <u>Must possess a valid GOJ ordinary vehicle driver's license (普通自動車運転免許).</u>			
4. Must have knowledge of developing cost estimates for new construction, renovation, and improvements of real property facilities, including utility systems.			
5. Must have knowledge of a broad range of several engineering disciplines, engineering concepts and practices and familiarity with engineering disciplines and architectures.			
6. Ability to plan and organize work, coordinate with other engineering disciplines and analyze, interpret and apply rules, regulations, and procedures in a variety of situations and recommends timely and economical solutions.			
Job Related Requirements:			
1. May require some traveling to attend training, meetings or conference.			
2. May work outside of normal duty hours when requested/directed.			
Work Schedule: Mon-Fri (40 hours per week), 0730-1630 (Recess: 1130-1230)			
Required document 必要書類:			
<input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413			
<input type="checkbox"/> Copies of license(s)/certificate(s) 免許証・証明書等のコピー: As underlined above 上記下線部参照			
<input checked="" type="checkbox"/> Copies of English Proficiency Test, see page 2 語学能力を証明する書類のコピー (2 ページ参照)			