佐世保基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	38-2004 (NCTD-SA)
募集締切日: Closing Date	21 October 2004
発行日: Date of Issue	15 October 2004

1.職種名 Job title **(等級** Grade 1-3 **／語学等級** LAD 2 **)**

Telephone Operator, #217

Acceptable Trainee Level: N/A

☒事務系 Administrative ☐技能系 Blue Collar Trade ☐ 保安系 Security ☐ 医療系 Medical

募集人数 No. of Recruitment: 1 名

2.部隊 Activity **Base Communications Office Sasebo**

勤務場所 Working Place: **Hirase-cho, Sasebo-city**

3.勤務時間 Work Schedule **(週** 40 **時間制** hrww **)**

勤務日 Work Days: Rotating Shift - Monday through Friday

勤務時間・休憩 Work Hours/ Recess Period:

D=0800-1630, N=1530-0000, M=0000-0830/ 30min.

☒ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

4.募集範囲 Area of Consideration

☐ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity

☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

☐ 外部 Off Base Applicant

5.雇用の種類 Type of Employment

☒ MLC

☐ IHA ☐ HPT

☒ 常用 Permanent

☐ 限定 Limited Term **(** __ヵ月 Months **)**

6.職務内容 Duties

1. Operates a multiple DSN/ administrative telephone switchboard console on a shift work basis to provide operator console service 24 hours per day, 7 days per week. Places and receives local and long distance calls. Calls will include operator assisted and direct dial long distance.
2. Performs as telephone information operator for dialing and connection assistance. Uses a good working knowledge of telephone networks, exchanges and designations in call placement assistance. Knowledgeable of base organizations, commands, telephone directory composition and procedures for providing connectivity to other bases in Japan, the Pacific region and CONUS.
3. Performs other related or incidental duties as assigned.

7.資格要件／身体条件 Qualification/Physical Requirements

a. At least one year of general work experience or completion of 2-years junior college/ 2-years of technical school or 4-years degree in any field.
b. LAD-2 or equivalent.

Overtime may be required of the incumbent at management's direction.
Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency： ☐必要なし None ☐初級 Basic ☒ 中級 Intermediate ☐上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background： See Block 7 | 免許証／修了証 License/Certificate Required：7 欄参照 See Block 7

8.提出するもの Application and Associated Documents

☒ **空席応募用紙** Application for Vacancy Announcement (☐日本語で Japanese ☒ 英語で English)

☐ 専門職務経歴書 Resume of Specialized Work Experience (☐日本語で Japanese ☐ 英語で English ☐ どちらでも Either)

☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)

☒ 80 円切手を貼付し、応募者の郵便番号･住所･氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)

職務状況 Working Condition

問い合せ先 for Job Inquiries	**提出先** Office to Submit	**事務処理欄** For Official Use
✎担当部署／担当者名 Office/POC 通信隊／ 池田 Base Communications Office Sasebo/ Ms. Ikeda ☎ (内線/Extension) 252-3200	〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City COMNAVFORJAPAN, HRO Sasebo Satellite Office MLC/IHA Employment Branch (受付時間 Customer Service Hours: 0800 – 1600) ☎0956-24-6111 (内線/Extension) 3656	PD No.: **NCTSFE-BCO-009** PD is accurate and current. Certified by Activity: **N1** HRO:

応募要項を満たしていない場合､選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.
LAD-1 は 英検 4 級/ TOEIC210 点、 LAD-2 は 英検 3 級/ TOEFL400 点/ TOEIC300 点、 LAD-3 は 英検準 2 級/ TOEFL420 点/ TOEIC420 点
LAD-4 は 英検準 1 級/ TOEFL520 点/ TOEIC660 点と同等とみる。