

横田基地職員求人案内 2024年6月10日

Yokota Vacancy Announcement for Local National Positions (Extra Edition) Open from 10 Jun (Mon) to 14 Jun (Fri) 11:00

募集期間: 6月10日(月) - 6月14日(金) 11:00迄 応募書類提出先: 人事部雇用課 / LMO

• 常用雇用従業員募集 Permanent Position

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL/ LD	契約 Contract	募集範囲 Area of consideration	揭示日 Open Day
契約職・交渉職 (一般) / 契約専門職 Contractor/Negotiator (General) / Contact Specialist	契約中隊 374 Contracting Squadron	1-8(7)	4(3)	MLC	内部・外部 INT/EXT	新規 New
契約専門職* / 購買、契約専門職/ マネージメントインターン Contract Specialist/ Purchasing and Contract Specialist/ Management Intern (Purchasing and Contract Specialist)	契約中隊 374 Contracting Squadron	1-7 (5/6)	4(3)	MLC	内部・外部 INT/EXT	新規 New

* 標記の語学等級が必要ですが該当する職務の経験、知識、技術を有していればカッコ内の語学等級が適用されます。

This position required language proficiency level (LPL)-4 or 3, but if applicants have work experience, knowledge, skills apply to the position, LPL in parentheses is applicable.

* 目標レベル/訓練生の職種です。応募者の知識、職務経験等によって等級が決定され見習いのレベルから採用される場合があります

This is a target grade/trainee position. Selection may be made from intern level and hiring grade will be determined by qualification.

- 面接に関する詳細は応募された職種の部隊からご本人に直接連絡されます。職場や仕事内容に関するご質問は各職場の監督者や面接官に確認していただく事ができます。
- 日本国籍以外の方は就労資格の証明を必ず添付してください。
People who are not Japanese nationals need to attach the work permission in Japan.

応募方法、採用基準に関しては別紙または人事部求人サイトをご覧ください

Please see attached documents or visit the LN vacancy site for how to apply and minimum qualifications.

Website: [Share Point Site](#) or [AF PORTAL SITE](#) *Current employees who have "mil" or "gov" e-mail address.

駐留軍等労働者労務管理機構(エルモ) LMO vacancy announcement website: Web Site: <http://www.lmo.go.jp>

下記のQRコード(FSS Web Site)からもご覧いただけます。Please check the [FSS Web Site](#) via QR code



不明な点がございましたら横田基地人事部雇用課までお問い合わせ下さい。

For any questions, please contact the Local National Staffing, the Civilian Personnel Office at Yokota AB.

空軍横田基地人事部雇用課 LN Staffing Civilian Personnel Section Yokota AB, DSN: 225-3923

電話 Phone : 042-552-2511 (内線 ex. 53923), email : Yokota.JNStaffing@us.af.mil

Minimum Qualification

1. Position Title, Number
Contractor/Negotiator (General), #0483
374 CONS/PKS

2. Basic Wage Table, Grade, LPL:
BWT 1-08, LPL-4(3)

3. Language Proficiency Level (LPL): 3 by management request

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-90	870~	Pre 1st

4. Knowledge, Skills, and Experience:

- Work experience in contracting office or specialized technical work experience in related field.
- Knowledge and ability to perform as a lead of an Acquisition Team.

5. Education and Certification Requirement:

- Delegated authority as a current of contracting officer.

6. Others:

- Must have DoD Contracting Professional Certification or Defense Acquisition Workforce (DAWIA) Contracting Certification.

Work Schedule:

- Work Hours: 40 hours / week.
- Workdays: Monday - Friday
- Work Schedule: 730 – 1630

Remarks:

- This is a target grade. Selection maybe at BWT 1-7 level as Contract Specialist depending on qualification of applicant.
- The duty location/section/work schedule may be changed at management’s request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

As a warranted CO, performs a full range of CO duties by leading the acquisition team to acquire the commercial/non-commercial acquisitions using the Source Selection Procedures at Federal Acquisition Regulation (FAR) 15 or combination of FAR 12 and 15 as well as other procedures prescribed at FAR 8, 12, 13, 14 and/or 16. Depending on the type of requirement, the CO shall also follow the policy and procedures at FAR 35 (Research and Development Contracting), 36 (Construction and Architect-Engineer Contracts), 37 (Service Contracting), 38 (Federal Supply Schedule Contracting), 39 (Acquisition of Information Technology), 41 (Acquisition of Utility Services) and/or 47 (Transportation). The duties related to pre-and post-award actions of simplified through complex acquisitions.

1. Position Title, Number
Contractor Specialist, #0416
374 CONS/PKS

2. Basic Wage Table, Grade, LPL:
BWT 1-07, LPL-4

Main Duties

This is developmental position. The duties performed to support to the Contract-Negotiator (General). The employee receives more supervision and adequate training and works closely with the supervisor in performing the duties of the full performance.

Minimum Qualification

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|---|---|
| 1. Position Title, Number
Contract Specialist, #0416
374 CONS/PKS | 2. Basic Wage Table, Grade, LPL:
BWT 1-07, LPL-4(3) |
|---|---|

3. Language Proficiency Level (LPL): 3 by management request

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre 1st

4. Knowledge, Skills, and Experience:

- Work experience in contracting office or specialized technical work experience in related field.

5. Education and Certification Requirement:

- Must have/obtain Contracting Officer's warrant issued by US Government.

Work Schedule:

- Work Hours: 40 hours / week.
- Workdays: Monday - Friday
- Work Schedule: 730 – 1630

Remarks:

- This is a target grade. Selection maybe at BWT 1-6 level as Purchasing & Contract Specialist or 1-5 Management Intern depending on qualification of applicant.
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Assists the Contracting Officer as a contract specialist in performing simple and specialized purchasing functions up to and including contract award. Performs contractor selection procedures and complex procedures for specialized commercial/non-commercial purchases in accordance with Federal Acquisition Regulations, using procedures prescribed by regulations. Assists the Contracting Officer in the execution of contracts for research and development contracts, construction and design contracts, service contracts, federal supply contracts, information technology purchasing procedures, utility service purchasing procedures such as electric, gas, water, and sewer, or transportation policies and procedures in accordance with the Federal Acquisition Regulations, depending on the goods and services to be purchased. Assist the Contracting Officer with operational and contract closeout procedures after contracts are awarded.

1. Position Title, Number Purchasing & Contract Specialist, #0415 374 CONS/PKS	2. Basic Wage Table, Grade, LPL: BWT 1-06, LPL-4(3)
1. Position Title, Number Management Intern (Purchasing & Contract Specialist), #0470 374 CONS/PKS	2. Basic Wage Table, Grade, LPL: BWT 1-05, LPL-3
Main Duties	
These are developmental positions. The duties are to support the Contract Specialist. The employee receives more supervision and adequate training and works closely with the supervisor in performing the duties of the full performance.	