

John Hay Management Corporation (JHMC), a member of the Bases Conversion and Development Authority (BCDA) Group and estate administrator of the Camp John Hay, is in need of the following:

1. SAFETY AND SECURITY DEPARTMENT (SSD) MANAGER

DUTIES AND RESPONSIBILITIES:

1. Prepare and develop a Program for Security and Safety, designed to complement and support the forest and environment management policies of JHMC.
2. Coordinate the enforcement of environmental laws, rules and regulations with the Environment Management Department.
3. Conduct regular inspection of various areas within the reservation to ensure compliance with the adopted Program for Security and Safety.
4. Coordinate and monitor the implementation of the Fire Protection Program.
5. Direct and conduct Special Operations, Intelligence and Investigation.
6. Monitor and supervise the operations and activities of the private contracted security agency and ensure their compliance with the Contract for Security Services.
7. Establish and maintain network and inter-agency coordination with law enforcement, military units, and other security agencies to ensure their assistance is this should be necessary.
8. Design and implement plans for loss prevention and asset protection in accordance with the requirements of the organization.
9. Lead the organization in the development of the Crises Management Team and Emergency Response Plan respectively and ensure consistency thru the conduct of reviews, exercises and simulation drills.
10. Plan and execute all phases of VIP and event protection for company executives and activities.
11. Establish relationship with law-enforcement agencies, other government and private organizations to address security issues and concerns.
12. Manage the guard administration and operations and ensures interoperability with all units and assignments concerned.
13. Perform other functions that may be assigned from time to time.

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's Degree in Management, Military Science, Business/ Public Administration or other related fields of study
EXPERIENCE	:	3 years experience relating to environmental/ project/ security & safety management
TRAINING	:	24 hours of training in project/ environmental/ security & safety management, intelligence or special operations training
OTHER REQUIREMENT	:	Must be well-versed in environmental Protection, Security & Safety Management, Intelligence & Special Operations

2. LAND AND ASSET MANAGEMENT DIVISION (LAMD) MANAGER

DUTIES AND RESPONSIBILITIES:

1. Ensures the effective implementation of the land management programs consistent with existing Land Code and related policies and procedures to regulate the land use of the Camp John Hay.
2. Responsible for the creation and maintenance of a database of all land holdings; to set property boundaries, per approved Master Plan, land Use Plan and Zoning Codes; asses Survey Plan submitted by locators and evaluate required land-based information and technical maps needed for planning of the development of Camp John Hay Reservation;
3. Evaluates and recommends necessary policies, strategic measures on land management in order to preserve and protect the interest of JHMC and BCDA properties on issues related to land ownership, property turn-over and land development and management;
4. To oversee the allocation and utilization of BCDA's real estate;



JHMC

JOHN HAY MANAGEMENT CORPORATION



5. Evaluate required land-based information and technical maps needed for planning of the development of Camp John Hay Reservation;
6. Reviews and is responsible for the processing, inspection and enforcement of the Geodetic Section of the Building Code;
7. Reports and updates the EAMD Manager regarding the divisions' objectives and targets; and
8. Perform other functions that may be assigned from time to time.

QUALIFICATION STANDARDS:

EDUCATION	:	Bachelor's Degree in Civil or Geodetic Engineering
EXPERIENCE	:	3 years managerial experience in Planning and Design, Site Development Planning, Construction Management, Land Use Planning and other related fields
TRAINING	:	24 hours of training in project management, land use and urban and regional planning
OTHER REQUIREMENT	:	Must be well-versed in Real Estate Management, Land Use Planning and Zoning. Licensed Geodetic or Civil Engineer


All interested applicants for the above-mentioned positions are requested to submit their Application Letter, Comprehensive Resume with I.D. Picture, NBI Clearance, Transcript of Records and Diploma on or before 14 August 2016 to:

THE SELECTION COMMITTEE

Attention: Mr. Danny B. Latawan, HR Manager

John Hay Management Corporation
Cottage 628, JHMC Office Complex, John Hay Special Economic Zone
Loakan Road, Baguio City

FOR EXTERNAL POSTING:

APPROVED BY :  **JAMIE ELOISE M. AGBAYANI, M.D.**
President and CEO