

[NOV-070820-13](#)

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of a **ASSISTANT LEGAL MANAGER, SG 22**  
Status: **PLANTILLA POSITION**

## **DUTIES AND RESPONSIBILITIES**

*Assists the Legal Manager in the management of the Legal Department and delivery of legal services to ensure compliance with all relevant laws, rules and regulations.*

1. Drafts legal advice and/or legal analysis on all issues arising within the JHMC's area of responsibility, including processes, issues, ethical framework and code of conduct issues, local government law, by-laws, legal notices and orders, etc.
2. Develops and/or recommends policies, legal strategies, and approaches.
3. Prepares appropriate pleadings and/or legal documents for submission to the courts or administrative agencies.
4. Drafts and/or reviews contracts and other legal documents.
5. Conducts case management and monitoring and submits a monthly report to the LM.
6. Represents JHMC in court/administrative hearings and/or in collaboration with the OGCC as may be directed by the LM.
7. Attends meetings of the Management, other committees to provide legal and/or procedural advice as necessary.
8. Performs other functions that may be assigned by the LM or the PCEO from time to time.

## **QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor of Laws and Letters
<b>Experience</b>	RA 1080 Passer with 2 years relevant experience
<b>Training</b>	24 hours of relevant training

All interested applicants are requested to submit their Application Letter and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **15 AUGUST 2020** to:

### **THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation  
JHMC Office (former AIM Building), Special Economic Zone  
Camp John Hay, Baguio City  
Telephone No. (074) 444-5823  
Or email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)  
Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

### **EXTERNAL POSTING:**

Approved by:



**ALLAN RAZON GARCIA**  
President and CEO