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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 hectare more or less.

Our company is in need of the following:

**SAFETY AND SECURITY DEPARTMENT MANAGER**

Status of Employment: **REGULAR**

**JOB SUMMARY**

Manage the security and safety concerns of the John Hay Reservation and ensure that there is sufficient compliance with environmental, security, and safety laws, rules and regulations within the area.

**GENERAL DUTIES AND RESPONSIBILITIES**

- ✓ Prepare and develop a Program for Security and Safety, designed to complement and support the forest and environment management policies of JHMC.
- ✓ Coordinate the enforcement of environmental laws, rules and regulations with the Environment Management Department.
- ✓ Conduct regular inspection of various areas within the reservation to ensure compliance with the adopted Program for Security and Safety.
- ✓ Coordinate and monitor the implementation of the Fire Protection Program.
- ✓ Direct and conduct Special Operations, Intelligence and Investigation.
- ✓ Monitor and supervise the operations and activities of the private contracted security agency and ensure their compliance with the Contract for Security Services.
- ✓ 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.
- ✓ Perform other functions that may be assigned from time to time.

**QUALIFICATION STANDARDS:**

<b>Education</b>	Bachelor's Degree in Management, Military Science, Business/ Public Administration or other related fields of study
<b>Experience</b>	3 years experience relating to environmental/ project/ security & safety management
<b>Training</b>	24 hours of training in project/ environmental/ security & safety management, intelligence or special operations training.
<b>Other Requirement</b>	Must be well-versed in Environmental, Protection, Security & Safety Management, Intelligence & Special Operations.

All interested applicants are requested to submit their Application Letter, Transcript of Records, and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **02 March 2016** to:

**THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation  
Cottage 624, John Hay Special Economic Zone  
Camp John Hay, Baguio City  
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*Approved for  
2.29.16*