

Reference No: HRSD-ADS-2018-15

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.

JHMC is in need of Human Resource Officer

Status of Employment: **Regular**

JOB SUMMARY

Recommends human resource development policies, organizational and career development programs and assists the Human Resource Services Division (HRSD) Manager.

GENERAL DUTIES AND RESPONSIBILITIES

1. Formulates, recommends and implements human resource development policies, organizational and career development programs.
2. *Conducts Training Needs Analysis and prepares Report.*
3. Facilitates the conduct of periodic Performance Appraisal (PA) of all personnel, competency assessment, competency interventions and prepares reports based thereon.
4. *Formulates and recommends comprehensive Training Programs and/or activities for all personnel based on items 2 and 3.*
5. Coordinates with BCDA, other government agencies and private entities for JHMC personnel relative to Training Programs, Seminars and/or Workshops.
6. Reviews Training Reports on the Training Programs, Seminars and/or Workshops attended by JHMC personnel and prepares and submits a Training Bulletin.
7. Conducts and interprets psychological examinations for incoming personnel.
8. Orients newly hired JHMC personnel and OJTs.
9. Updates the profiles and/or records of JHMC personnel and maintains a systematic filing of all HR documents.
10. Assists the Human Resource Services Division Manager.
11. Performs other functions assigned from time to time.

QUALIFICATION STANDARDS

EDUCATION	:	Bachelor's Degree of Psychology or other related fields of study
EXPERIENCE	:	2-year of relevant experience relating to human resource development
TRAINING	:	16 hours of relevant training
OTHER REQUIREMENTS:	:	Registered Psychometrician

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JOHN HAY MANAGEMENT CORPORATION
a member of The BCDA Group



Certificate Number: AJA16-0059

All interested applicants are requested to submit their Application Letter, Transcript of Records, NBI Clearance and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before SEP 17 2018 to:

THE SELECTION COMMITTEE

Attention: Mr. Danny B. Latawan, HR Manager
JHMC Office, Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
Telephone No. (074) 444-5823

If interested, please email us at: mgmt@jhmc.com.ph or danny.latawan@jhmc.com.ph

For more information, visit our website at: <https://www.jhmc.com.ph/careers/>

Approved for External Posting by:

A handwritten signature in blue ink, appearing to read 'Allan R. Garcia', is written over a blue circular stamp or seal.

ALLAN R. GARCIA
President and CEO