

[NOV-021319-06](#)

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 **Corporate Planning Assistant**

DUTIES AND RESPONSIBILITIES

1. Assists the Corporate Planning Manager in preparation and conduct of planning sessions, seminars and meetings; and compliance and compliance activities for JHMC Management to other government and/or non-government agencies such as but not limited to the Governance Commission for GOCCs (GCG) and BCDA.
2. Conducts organizational performance monitoring and evaluation activities for approved objectives, targets and plans (OTPs) based on strategic directions, over all work plans, or set performance targets.
3. Collects and consolidates departmental objectives, targets and plans (OTPs).
4. Maintains database of each departments programs and plans.
5. Conducts research in strengthening or innovations to the corporate planning and research development systems and directions.
6. Assists in the maintenance of JHMC Quality Management System.
7. Performs general clerical functions relating to corporate planning.
8. All other tasks that maybe assigned from time to time.

QUALIFICATION STANDARDS

Education	Bachelor of Information Technology/ Office/ Business Administration, or other relevant fields of study
Experience	1 year of relevant experience
Training	8 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 **06 March 2019** to:

THE PROMOTIONS BOARD

Attention: **Mr. Danny B. Latawan**, HR Manager
John Hay Management Corporation
Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
Telephone No. (074) 444-5823
Or email us at: mgmt@jhmc.com.ph
Visit our website at: www.jhmc.com.ph