



NOV-011418-03

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 MANAGER**

DUTIES AND RESPONSIBILITIES

1. Prepares and conducts annual planning session for JHMC- for strategic and operational planning.
2. Prepares annual work plans for JHMC and conducts monitoring, evaluation and review activities for approved objectives, targets and plans (OTPs) based on strategic directions, overall work plans, or sets performance targets.
3. Consolidates and harmonizes the plans and programs of all functional departments based on set objectives and targets.
4. Performs 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.
5. Prepares quarterly and year end organizational accomplishment/performance reports for JHMC.
6. Reviews and implements researches for strengthening or innovations to the corporate planning and research development systems and directions.
7. Analyzes corporate evaluation reports based on set key performance indicators, projects, plans and programs, and strategic initiatives.
8. Performs other functions that may be assigned from time to time.

QUALIFICATION STANDARDS

Education	Bachelor's Degree in Management, Business/ Public Administration, Economics, Marketing, or other related fields of study
Experience	3 years experience relating to planning, management, marketing, and other relevant experience
Training	16 hours of training in corporate/ strategic planning, economics, business development, public relations and marketing

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 **21 January 2019** 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
Telephone No. (074) 444-5823
Or email us at: mgmt@jhmc.com.ph
Visit our website at: www.jhmc.com.ph

EXTERNAL POSTING:

Approved by:

ALLAN RAZON GARCIA
President and CEO