



## NOV-081419-15 2<sup>ND</sup> POSTING

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 **PROJECT MANAGEMENT OFFICER/ ELECTRICAL ENGINEER**

### DUTIES AND RESPONSIBILITIES

1. Responsible in the preparation of technical plans, drawings, estimates and specifications for JHMC projects;
2. Monitors and evaluates progress of contracted out projects;
3. Evaluates applications for house repairs within the JHRA and monitors its compliance with policies and guidelines;
4. Evaluates applications by other government agencies of infrastructure projects within the JHRA and monitors its compliance with policies and guidelines;
5. Closely coordinates with the Civil/Structural Engineer in monitoring all infrastructure projects in Camp John Hay;
6. Be primary responsible for the enforcement of the provisions of the National Building Code (NBC) of the Philippines and Philippine Electrical Code;
7. Reviews and evaluates applications for Certificates of Annual Electrical Inspection and Mechanical Certificates of Operation for JHSEZ locators;
8. Reviews and evaluates applications for Building and Electrical Permit and Certificate of Occupancy for JHSEZ locators and residential unit owners;
9. Provides technical support to the Administrative Services Department (ASD) for maintenance of BCDA and JHMC facilities;
10. Performs other functions that may be assigned from time to time.

### QUALIFICATION STANDARDS

<b>Education</b>	Bachelor's Degree in Electrical Engineering or other related fields of study
<b>Experience</b>	3 years experience in Planning, Design and monitoring of projects related to field of expertise.
<b>Training</b>	24 hours of relevant training.
<b>Other Requirement</b>	Must be a Licensed Engineer.  Well versed in the National Building Code (NBC) of the Philippines and Philippine Electrical Code (PEC) and other related laws.

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 **NOV 11 2019**.

### **THE SELECTION BOARD**

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

### APPROVED FOR EXTERNAL POSTING:

**ALLAN RAZON GARCIA**  
President and CEO  
Date: **NOV 04 2019**

**John Hay Management Corporation**  
a member of the BCDA Group

