

JHMC

JOHN HAY MANAGEMENT CORPORATION
a member of The BCDA Group



Reference No: *HRSD-ADS-2018-05*

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.

JHMC is in need of a **SAFETY AND SECURITY OFFICER (Plantilla)**

JOB SUMMARY

Assists the Safety and Security Manager in the implementation and management of security and safety plans and programs and ensures compliance with environmental, security, and safety laws, rules and regulations.

GENERAL DUTIES AND RESPONSIBILITIES

1. *Assist the Safety and Security Manager in the enforcement of the Program, Policies and Regulation for Security and Safety.*
2. *Assist in the evaluation of compliance to Environmental Laws, policies and guidelines and other related JHMC rules and regulations.*
3. *Conduct investigation, special operations and intelligence operations as necessary.*
4. *Monitor/ supervise daily operation of the contracted security agency and conduct periodic evaluation as to its effectiveness.*
5. *Liaise with other security and government agencies.*
6. *Coordinate the implementation of the Fire Protection Program.*
7. *Assist in the preparation and conduct of security and safety training for organic employees and 3rd party security contractors.*
8. *Responsible for the collection, review of pertinent security data such as Daily Situation and Operation Report (DSOR), guard attendance and monthly billing requirements from the service providers.*
9. *Responsible for monitoring of guards and company related activities and ensures that proper coordination and execution of tasks are well complied.*
10. *Ensure that consistent review and appraisal of guard performances thru scheduled inspections and evaluations and prepares the necessary line of action.*
11. *Maintain coordination and communications with other security units and agencies within the AOR.*
12. *Perform other functions that may be assigned from time to time.*

QUALIFICATION STANDARDS

EDUCATION	:	Bachelor's Degree in Management, Military Science, Business/ Public Administration or other related fields of study
EXPERIENCE	:	2-year experience relating to environmental/ project/ security & safety management
TRAINING	:	16 hours of relevant training
OTHER REQUIREMENT	:	Must be well-versed in environmental Protection, Security & Safety Management, Intelligence & Special Operations

Republic of the Philippines
Office of the President

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All interested applicants are requested to submit their Application Letter, Comprehensive Resume with ID Picture indicating the position/s you are applying for, Certified True Copy of Original Diploma, Certified True Copy of Original Transcript of Records, NBI Clearance on or before MAY 1st 2018.

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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
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Approved for external posting by:


ALLAN R. GARCIA
President and CEO *at*