

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.

Our company is in need of **GAD Coordinator**
Status of Employment: **Fixed-term**

GENERAL DUTIES AND RESPONSIBILITIES

1. Assist the GAD-TWG on the following:
 - a. Implementation of the gender mainstreaming efforts of the JHMC through the GAD planning and budgeting process;
 - b. Formulation of the JHMC GAD plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
2. Assist in the capacity development of, and provide technical assistance to the JHMC as needed;
3. Coordinates with the Human Resource Division on the development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices, as the case may be with the guidance of the TWG;
4. Coordinates with the various units of JHMC and ensure their meaningful participation in GAD strategic an annual planning exercises. The TWG of the GAD Focal Point System (GFPS) of the JHMC shall coordinate with the GFPS of BCDA especially on the preparation, consolidation and submission of GAD plans and budgets;
5. Assist the GFPS in the conduct of the advocacy activities, development of IEC materials to ensure critical support of JHMC officials, staff and relevant stakeholders to the activities of the GAD GFPS and GAD plans and budgets;
6. Monitor the implementation of GAD related programs, activities and projects to improve implementation of GAD projects, activities and programs and GFPS activities;
7. Assist in the consolidation of JHMC GAD accomplishment reports;
8. Provide regular updates and recommendations to the TWG; and
9. Perform other duties and responsibilities that maybe assigned from time to time.

QUALIFICATION STANDARDS

Education	:	Bachelor's Degree in BS Psychology or any related field in Social Sciences
Work Experience	:	1-year relevant work experience
Skills	:	Excellent communication skills both in verbal and written
	:	Knowledgeable in Microsoft Office applications

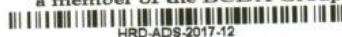
All interested applicants are requested to submit their Application Letter, Transcript of Records, NBI Clearance and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **12 July 2017 to:**

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: jobs@jhmc.com.ph or dlatawan@yahoo.com
Visit our website at: www.jhmc.com.ph

John Hay Management Corporation

a member of the BCDA Group



HRD-ADS-2017-12

Approved for external posting by:

ALLAN R. GARCIA
President and CEO