

John Hay Management Corporation (JHMC), a member 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 the following:

**PROJECT RESEARCHER (1)                      Status of employment: Project-Based**

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. *Conduct initial research for the preparation of disposition policies, guidelines and pricing scheme and mode of payment for the segregation of Barangay Hillside, portion of Upper Dagsian and Country Club Village;*
2. *Preparation of status and progress reports in the implementation of the policies and guidelines for the Segregation of Barangay Hillside portion of Upper Dagsian and Country Club Village;*
3. *Work closely with the Land and Asset Management Officer in the monitoring of timeline of activities for the project;*
4. *Maintain a proper filing and document control system for recording and tracking of all documents and activities for the project; and*
5. *Performs other function from time to time.*

**QUALIFICATION STANDARDS:**

**Education** : Preferably graduate of Social Science  
**Experience** : No work experience required (entry level)  
**Skills** : Must be a computer literate and can speak and understand local dialect

All interested applicants are requested to submit their **Application Letter, Transcript of Records, and Comprehensive Resume with ID Picture** indicating the position/s you are applying for on or before **03 March 2017** to:

**THE SELECTION COMMITTEE**

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