

[NOV-011520-03](#)

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 **CIVIL/STRUCTURAL ENGINEER, SG 21**

### DUTIES AND RESPONSIBILITIES

Responsible for the preparation of technical documents relating to field of expertise. Provides solutions to issues through sound judgment gained in her/his education and experience.

1. *Responsible for 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 Project Management Officer/Electrical 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 (Civil and Structural Section) and National Structural Code of the Philippines (NSCP);*
7. *Reviews and evaluates applications for Building and Civil/Structural Permit and Certificate of Occupancy for JHSEZ locators and residential unit owners;*
8. *Provides technical support to the Administrative Services Department (ASD) for maintenance of BCDA and JHMC facilities;*
9. *Performs other functions that may be assigned from time to time.*

### QUALIFICATION STANDARDS

<b>Education</b>	Bachelor's Degree in Civil/Structural Engineering.
<b>Experience</b>	3 years experience in planning, design and estimates of infrastructure projects and construction project management.
<b>Training</b>	24 hours of relevant training

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 ~~23 JANUARY 2020~~ to: **FEB 02 2020**

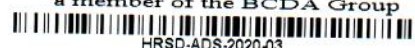
**THE SELECTION COMMITTEE**  
Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation  
Cottage 624, John Hay Special Economic Zone  
Camp John Hay, Baguio City  
Telephone No. (074) 444-5823  
Or email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)  
Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

### EXTERNAL POSTING:

Approved by:

  
**ALLAN RAZON GARCIA**  
President and CEO

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



HRSD-ADS-2020-03