

[NOV-080921-24](#)

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 an **ASSISTANT LEGAL MANAGER, SG 22 – 1 (Php 65, 319.00)**

DUTIES AND RESPONSIBILITIES

Assists the Legal Manager in the management of the Legal Department and delivery of legal services to ensure compliance with all relevant laws, rules and regulations.

1. Drafts legal advice and/or legal analysis on all issues arising within the JHMC's area of responsibility, including processes, issues, ethical framework and code of conduct issues, local government law, by-laws, legal notices and orders, etc.
2. Prepares appropriate pleadings and/or legal documents for submission to the courts or administrative agencies.
3. Drafts and/or reviews contracts and other legal documents.
4. Develops and/or recommends policies, legal strategies, and approaches.
5. Conducts case management and monitoring and submits a monthly report to the Legal Manager.
6. Represents JHMC in court/administrative hearings and/or in collaboration with the Office of the Government Corporate Counsel (OGCC) as may be directed by the Legal Manager.
7. Attends meetings of the Management, other committees to provide legal and/or procedural advice as necessary.
8. Performs other functions assigned from time to time.

QUALIFICATION STANDARDS

Education	Bachelor of Laws and Letters/Juris Doctor
Experience	RA 1080 Passer with 2 years relevant experience
Training	24 hours of relevant training

All interested applicants are requested to submit their **Application Letter, Comprehensive Resume with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **17 AUGUST 2021** to:

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

EXTERNAL POSTING:

Approved by:



ALLAN RAZON GARCIA 09-AUG-2021
OPCEO-1378
President and CEO