

[NOV-012122-08](#)

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 **BIDS AND AWARDS COMMITTEE (BAC) ASSISTANT, Job Level 8, PhP 678.20/day**  
**Status: Fixed-term Employment**

### **DUTIES AND RESPONSIBILITIES**

1. *Provide administrative support to the BAC TWG;*
2. *Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;*
3. *Assist in drafting the minutes of meetings and resolutions of the BAC;*
4. *Take initial custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;*
5. *Assist in managing the sale and distribution of Bidding Documents to interested bidders;*
6. *Assist in the advertisement and/or post bidding opportunities, including Bidding Documents, and notice of awards;*
7. *Assist in managing the procurement processes;*
8. *Assist in monitoring procurement activities and milestones for proper reporting to relevant agencies when required; and*
9. *Assist in the consolidation of PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP;*
10. *Performs other related functions assigned from time to time.*

### **QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree relevant to the job.
<b>Experience</b>	At least a year of relevant experience in Government procurement.

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) 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 **29 JANUARY 2022** 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](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** 24-JAN-2022  
OPCEO-0183

President and CEO