

[NOV-090222-66 2nd posting](#)

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 **EMS SPECIALIST**

**Salary: JL 8 PhP 678.20**

**Status: Project-based Employment**

**DUTIES AND RESPONSIBILITIES**

1. Acts as assistant to the EMS Core Team Leader on the EMS Program implementation and documentation.
2. Complement in the continuing documentation and implementation requirements of the ISO 14001:2015 standards.
3. Provide assistance to EMS-related programs and projects such as logistics, meeting arrangements. (Specific projects are the JHMC STP, Study on Ecological SW Management Facility)
4. Provide clerical assistance to the Environment Management Division on Information, Education and Communication Campaigns on environmental protection.
5. Perform market researches related to environment related programs.
6. Performs other functions that may be assigned from time to time.

**QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree holder Environmental Science, Management or related courses
<b>Skills Required</b>	Adept in MS Word and Office Applications

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 **07 September 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:



OPCEO-1864  
**ALLAN RAZON GARCIA**  
President and CEO