

[NOV-122723-039](#)

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 **BAC (Bids and Awards Committee) ASSISTANT**

Salary: PhP 678.20/day

Status: Fixed-term Employee (Contractual)

DUTIES AND RESPONSIBILITIES

1. To provide administrative support to the BAC (Bids and Awards Committee) TWG (Technical Working Group);
2. To organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. To assist in drafting the minutes of meetings and resolutions of the BAC;
4. To take initial custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. To assist in managing the sale and distribution of Bidding Documents to interested bidders;
6. To assist in the advertisement and/or post bidding opportunities, including Bidding Documents, and notice of awards;
7. To assist in managing the procurement processes;
8. To assist in monitoring procurement activities and milestones for proper reporting to relevant agencies when required; and
9. To assist in the consolidation of PPMs 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

Education	Bachelor's degree relevant to the Job
Other Requirement	Ability to operate a computer with Microsoft Office Application Software and other standard equipment.

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 **01 JANUARY 2024** 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

Approved by:



ALLAN RAZON GARCIA
President and CEO