

[HRD-NOV-2024-009 1st 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 **ARCHITECT 1**
Salary: **PhP P1025.83/day**
Status: **Project-based Employee (Contractual)**

DUTIES AND RESPONSIBILITIES

- A. *Function as OBO Assistant to the JHSEZ- OFFICE OF THE BUILDING OFFICIAL:*
- To assist in the receiving, checking of completeness of submissions, monitoring the processing of permit applications until issuance for permit applications through the Special Economic Zone Regulatory Information System (sezris).*
 - To assist in the receiving, filing, and maintaining the JHSEZ-OBO hard copies of permit applications.*
 - To assist in the drafting written external and internal communications.*
 - To communicate, coordinate permit applications, inspections, with the contracted service provider for on-call professionals under the OBO.*
 - To assist in the preparation of billings for the contracted service provider for on-call professionals under the OBO.*
 - To assist in the maintaining of monitoring tools for permit application and issuance.*
 - To assist in the preparation accomplishment reports for the OBO.*
- B. *Master Development Plans*
- To Assist in the preparation of architectural master development plan consistent with the Comprehensive Integrated Master Development Plan (CIMDP) design guidelines for JHMC projects.*
 - Site inspections, conduct of research, preparation of Conceptual Planning and preparation of POW for Architectural component for 2025 Projects:*
 - Planning and Implementation of Skywalk at the Secret Garden.*
 - Enhancement of Historical Core Phase 3 (History Trail, view deck-former warehouse/ retail shops, and waiting area at the Historical Core entrance)*
 - Construction of Command Center in the JHSEZ (based on SSD requirements)*
 - Fencing Manor to Historical Core, Panagbenga Park to VOA (based on SSD requirements)*
 - Performs other related functions assigned from time to time.*

QUALIFICATION STANDARDS

Education	Bachelor Degree holder in Architecture, Licensed
Other Requirement	Advanced computer-aided design software (AutoCad or Revit Architecture of equivalent, 3DS Max or equivalent)

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 **24 FEBRUARY 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Approved by:


ALLAN RAZON GARCIA 20-FEB-2024
President and CEO OPCEO-2024-0426