

[HRD-NOV-2024-010 1<sup>st</sup> 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 **INTERNAL AUDIT ASSOCIATE**

**Status: Fixed-term Employee (Contractual)**

**Salary: Job Level 8, Php 678.20/day**

**DUTIES AND RESPONSIBILITIES**

1. Supports the Internal Audit Team in its daily activities.
2. Collects data that supports the preparation of the working paper.
3. Performs analysis of data in on audit evidence/documents.
4. Document all evidence in relation to the conduct of audit.
5. Maintains a systematic filing of all internal audit documents.
6. Prepares minutes of the meetings, such as pre-audit conference, exit conference and audit committee meetings.
7. Prepares a draft Internal Audit Program.
8. Liaises with other department in relation to the conduct of audit and other activities that maybe necessary.
9. Maintain and update the monitoring of all Board Approved recommendations.
10. Maintain the records of supplies available for the Internal Audit Office.
11. Assist in the conduct of Internal Control Assessment.
12. Assist in the conduct of risk assessment in relation to the preparation of risk based Internal Audit Plan.
13. Performs other related functions assigned from time to time.

**QUALIFICATION STANDARDS**

|                           |  |
|---------------------------|--|
| <b>Education</b>          | College Graduate of any related course   |
| <b>Other requirements</b> | Proficient in MS Office Application (Excel, Word, Power Point)<br>Experience in Auditing related activities is an advantage. |

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](mailto:mgmt@jhmc.com.ph)

Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

Approved by:

  
**ALLAN RAZON GARCIA**  
President and CEO

20-FEB-2024  
OPCEO-2024-0427