

[HRD-NOV-2024-070 External Posting](#)  
[05 November 2024](#)

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 **ASSISTANT LEGAL MANAGER**  
**Employment Status: Regular**  
**Salary: Job Grade 12, Php 80, 003.00**

### **JOB SUMMARY**

*Assists the Legal Manager in the management of the Legal Department and delivery of legal services to ensure compliance with all relevant laws, rules and regulations.*

### **GENERAL DUTIES AND RESPONSIBILITIES**

- 1. Drafts legal advice and/or legal analysis on all issues arising within the JHMC's area of responsibility, including processes, issues, ethical framework and code of conduct issues, local government law, by-laws, legal notices and orders, etc.*
- 2. Develops and/or recommends policies, legal strategies, and approaches.*
- 3. Prepares appropriate pleadings and/or legal documents for submission to the courts or administrative agencies.*
- 4. Drafts and/or reviews contracts and other legal documents.*
- 5. Conducts case management and monitoring and submits a monthly report to the LM.*
- 6. Represents JHMC in court/administrative hearings and/or in collaboration with the OGCC as may be directed by the LM.*
- 7. Attends meetings of the Management, other committees to provide legal and/or procedural advice as necessary.*
- 8. Performs other functions that may be assigned by the LM or the PCEO from time to time.*

### **QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor of Laws and Letters / Juris Doctor
<b>Experience</b>	RA 1080 Passer with 2 years relevant experience
<b>Other Requirement</b>	24 hours of relevant training

All interested applicants are requested to **EMAIL** the following to **avigale.villanueva@jhmc.com.ph** on or **before 12 NOVEMBER 2024:**

1. Application Letter addressed to: THE SELECTION COMMITTEE:  
Attention: Mr. Danny B. Latawan, HR Manager
2. Curriculum Vitae with ID Picture and 3 character references with **email addresses**
3. Transcript of Records (*if applicable*)

**LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED**

Approved by: ATTY.  MARLO IGNACIO V. QUADRA  
PRESIDENT AND CHIEF EXECUTIVE OFFICER