

WE ARE HIRING ORGANIC SECURITY PERSONNEL

DEADLINE : 29 MAY 2025

HRD-NOV-2025-088

Job Level 9, Php 833.04/day
Fixed-based Employment

Qualification Standards

Education: *At least 2 years in College*

Experience: *With experience in the above – mentioned field of expertise, preferably licensed Security Officer*

Training: *Security Guard pre licensing training, Safety Officers' training is an advantage but not required*

Other Requirement: *Computer literate, good written communication skill, preferably with knowledge in basic investigation, Professional Driver's License is an advantage*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 29 MAY 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

Attention: HR Officer Avigale C. Villanueva

2. Barangay Certification (Residency and complaints, its nature, and status, if any

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses and contact numbers

PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable

6. Transcript of Records and/or Form 2316 (for High school graduates)

7. Copies of Training Certificates (2024 – 2020)

For inquiries, please email:

avigale.villanueva@jhmc.com.ph

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

General Duties and Responsibilities

1. To assist in the monitoring of 24/7 daily security operations and compliance of the stipulations in the Security Services Contract by the contracted security Agency.
2. To assist in the implementation and monitoring of the general Safety and Security Programs and enforcement of applicable laws and/or policies within the John Hay Reservation Area (JHRA) and John Hay Special Economic Zone (JHSEZ).
3. To assist in the accomplishment reports and documentation of daily security activities, conduct investigation of unusual incidents and special operations as necessary.
4. Liaise/coordinate with Law enforcement unit, private and government agencies, locators and other JHMC Departments/Division on matters of Safety and Security.
5. Accomplish Individual Performance and Commitment Review (IPCR) and other required reports by the Safety and Security Manager and Safety and Security Officer.
6. Performs other related functions assigned from time to time.

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law