



# WE ARE HIRING SPECIAL ECONOMIC ZONE/ONE STOP ACTION CENTER MANAGER

DEADLINE : 20 JUNE 2025

HRD-NOV-2025-115

Job Grade 12, PhP 80,003.00  
Plantilla Position

## Qualification Standards

EDUCATION: Bachelor's Degree in Management, Business/Public Administration, Bachelor of Laws, Economics, or other related fields of study

EXPERIENCE: 2 years managerial experience in operation or management

TRAINING: 24 hours of relevant training

Qualified applicants are requested to  
**PERSONALLY SUBMIT** the following to the  
**HRD on or before: 20 JUNE 2025:**

1. Application letter: Addressed to the: President and CEO Manjit T. Singh Reandi
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS) with 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 )
7. Copies of Training Certificates (2024 – 2020)

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

## Job Description

Manages the operations of the Special Economic Zone Administration Department, and ensure compliance of all Registered and Accredited Enterprises, Locators and Residents with all applicable laws, rules and regulations governing the JHSEZ

## General Duties and Responsibilities

1. Manages the Special Economic Zone Administration Department (SEZAD).
2. Develops, implements and monitors policies relevant to the department.
3. Ensures the enforcement and compliance of JHMC on the mandates of RA 7227, RA 9400, RA 7916, and other applicable laws, rules and regulations relevant to Special Economic Zone/One-stop Action Center (SEZ/OSAC) inside the John Hay Special Economic Zone (JHSEZ).
4. Establishes and monitors the operations of the One-stop Action Center (OSAC) and provides necessary improvements, if any.
5. Ensures the compliance of enterprises, locators, residents with regard to the JHSEZ IRR, OSAC requirements, other applicable laws, rules and regulations in the JHSEZ, and timely submits the necessary reports to JHMC and other agencies.
6. Manages the Labor Center Office.
7. Ensures and monitors the implementation of the SEZAD's Citizen's Charter and/or operations manual.
8. Ensures updating and systematic filing of records of enterprises, locators and residents within the JHSEZ.
9. Develops and monitors a database of all transactions of enterprises, locators and residents within the JHSEZ.
10. Provides necessary support service to enterprises, locators and residents within the JHSEZ.
11. Performs other duties and responsibilities.

*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*