

WE ARE HIRING

# EXECUTIVE ASSISTANT TO THE CHAIRPERSON

DEADLINE : 25 AUGUST 2025

HRD-NOV-2025-160

Job Level 12, PhP 1,563.25/day  
Project-based Employment

## Qualification Standards

Education: *Bachelor's Degree relevant to the job*

Experience: *Experience in secretariat work, or administrative support or executive assistance in a government agency or GOCC is an advantage.*

Other Requirement: *Strong organizational, communication, and writing skills. Knowledge of RA 10149 (GOCC Governance Act of 2011) and corporate governance principles is an advantage. Proficiency in Microsoft Office, Google Workspace, and virtual meeting platforms. High level of professionalism, discretion, and attention to detail*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before: 25 AUGUST 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 references 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**

## General Duties and Responsibilities

### I. Executive and Administrative Support

1. Manage the Chairperson's calendar, appointments, and schedules, ensuring effective time management and prioritization of engagements.
2. Screen, organize, and prioritize incoming correspondence, reports, and documents for the Chairperson's attention.
3. Draft, review, and prepare official communications, memoranda, reports, and presentations.
4. Compile relevant documents and prepare briefing notes for the Chairperson's meetings and engagements.

### II. Board and Committee Meeting Support

1. Assist the Chairperson in reviewing meeting agendas, Board papers, and briefing materials as coordinated by the OCS.
2. Track action items and resolutions from meetings chaired by the Chairperson and coordinate follow-up reminders.
3. Liaise with the OCS solely for alignment and coordination, without duplicating secretariat functions such as agenda setting, documentation, or minutes preparation.

### III. Liaison and Communication

1. Serve as the primary point of contact for the Office of the Chairperson, managing communications with Directors, Management, government agencies, and stakeholders.
2. Convey the Chairperson's instructions, messages, and decisions to internal and external parties as appropriate
3. Relay the Chairperson's decisions, directives, and messages to concerned individuals or departments and other external parties in a timely and professional manner.
4. Maintain confidentiality in handling sensitive matters and official correspondence.

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## General Duties and Responsibilities

### IV. Office and Workflow Management

1. Oversee the daily administrative operations of the Chairperson's office, including file management, supply inventory, and logistical preparations.
2. Coordinate travel arrangements, accommodations, and reimbursements for the Chairperson's official functions, in coordination with the OCS.
3. Maintain a systematic filing system for records, correspondence, directories, and reference materials for the Chairperson's use.

### V. Governance and Compliance Support

1. Support the Chairperson in ensuring compliance with JHMC policies, RA 10149, and other relevant corporate governance requirements.
2. Coordinate with concerned departments for the timely preparation and submission of required reports and communications from the Chairperson.
3. Monitor governance-related developments, regulatory issuances, and internal Board policy matters, and keep the Chairperson informed accordingly.

### VI. Other Duties as Assigned

1. Perform such other functions as may be assigned by the Chairperson in support of the effective operations of the Board and its leadership.

*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*