

WE ARE HIRING BUSINESS DEVELOPMENT SPECIALIST

DEADLINE : 16 OCTOBER 2025

HRD-NOV-2025-175

Job Level 12 Step 4, PhP 2,073.10/day
Project-based Employment
(until December 31, 2025 only)

Qualification Standards

Education: Bachelor's Degree relevant to the job (e.g., Business Administration, Marketing, Tourism Management, Urban Planning, Public Administration, or related fields)

Experience: At least 3 years of relevant experience in business development, project development, tourism promotion, urban/open space planning, or related work.

Training: At least 24 hours of relevant training in business development, strategic planning, project management, investment promotion, or related areas.

Other Requirement:

- Strong knowledge of business development, marketing, and sustainability.
- Familiarity with concepts in sustainable open space management and smart development.
- Experience in conducting feasibility studies, project proposals, or PPP initiatives.
- Ability to coordinate with business establishments and other stakeholders of the Camp.
- Excellent written and verbal communication skills.
- Proficiency in MS Office and/or business development software tools.
- Creative problem-solving and analytical skills.
- Knowledge of government processes and regulatory environment is an advantage.

General Duties and Responsibilities

1. Identify and develop business initiatives to enhance attractions and open spaces within Camp John Hay, especially on the formerly leased areas.
2. Conduct feasibility assessments (such as, but not limited to Cost Benefit Analysis) for proposed developments.
3. Assist in formulating investment proposals and public-private partnership models.
4. Assist in promoting Camp John Hay as a destination for tourism, events, and eco-recreation.
5. Help manage relationships with current and prospective tenants or business partners.
6. Track performance of existing business development initiatives.

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before: 16 OCTOBER 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**

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