

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 a **BUSINESS DEVELOPMENT SPECIALIST**

Job Level: **JL 12, Step 4 (Php 2,073.10/ day)**

Employment Status: **Fixed-Term Employment**

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the Human Resource Division (HRD) on or before **16 JANUARY 2026**:

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 (Photocopy)
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS)
6. Transcript of Records and/or Form 2316 for High School Graduates (Photocopy)
7. Copies of Training Certificates (2024 – 2020)

#### **QUALIFICATION STANDARDS:**

<b>Education</b>	Bachelor's Degree relevant to the job (e.g., Business Administration, Marketing, Tourism Management, Urban Planning, Public Administration, or related fields)
<b>Experience</b>	At least 3 years of relevant experience in business development, project development, tourism promotion, urban/open space planning, or related work
<b>Training</b>	At least 24 hours of relevant training in business development, strategic planning, project management, investment promotion, or related areas
<b>Other Requirement/s</b>	<ol style="list-style-type: none"> <li>a. Strong knowledge of business development, marketing, and sustainability</li> <li>b. Familiarity with concepts in sustainable open space management and smart development</li> <li>c. Experience in conducting feasibility studies, project proposals, or PPP initiatives</li> <li>d. Ability to coordinate with business establishments and other stakeholders of the Camp</li> <li>e. Excellent written and verbal communication skills</li> <li>f. Proficiency in MS Office and/or business development software tools</li> <li>g. Creative problem-solving and analytical skills</li> <li>h. Knowledge of government processes and regulatory environment is an advantage</li> </ol>

#### **DUTIES AND RESPONSIBILITIES:**

1. Conduct inventory of the facilities/ areas subject of the turn-over of the Camp to BCDA/JHMC;
2. Prepare business plan and/or business road map for the covered facilities/areas subject of the turn-over which shall include, but not limited to the following
  - a. Products/ Services
  - b. Marketing and Sales Plan
  - c. Financial Plan, including cost benefit analysis
  - d. Risks
3. Assist the BDD Manager in the presentation of the business plan and/or business road map for approval of the MANCOM and/or Board.
4. Assist the BDD Manager in the implementation, monitoring and evaluation of the business plan and/or business road map of the facilities/ areas subject of the turn-over.
5. Assist the BDD Manager.
6. Perform 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.*