

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 **BOARD COMMITTEE SECRETARY**

Job Level: **JL 9 (Php 833.04/ day)**

Employment Status: **Fixed-Term Employment**

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the Human Resource Division (HRD) on or before **27 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
<b>Experience</b>	Experience in secretariat work, or administrative support or executive assistant in a government agency or GOCC is an advantage
<b>Training</b>	None required
<b>Other Requirement/s</b>	<ol style="list-style-type: none"> <li>a. Strong organizational, communication, and writing skills</li> <li>b. Proficiency in office software (e.g. Microsoft Office, Google Workspace) and virtual meeting platforms.</li> <li>c. High level of discretion and professionalism in handling confidential matters.</li> </ol>

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

1. Assist the Committee Chairperson and the Board Secretary in planning, scheduling, and coordinating committee meetings.
2. Draft and coordinate the dissemination of committee notices, agendas, and relevant materials for review by the Assistant Board Secretary or Board Secretary, and for approval by the Committee Chairperson.
3. Take notes and prepare draft minutes of Committee meetings for review by the Assistant Board Secretary or Board Secretary.
4. Route draft minutes to Committees for review and approval of the Committees.
5. Monitor and document the implementation status of committee resolutions and directives, and provide timely updates to the Board Secretary.
6. Maintain a tracking system for committee action items, reports due, and deliverables from Management.
7. Coordinate with concerned departments for the timely submission of reports, presentations, or other documents required by the committee.
8. Relay committee recommendations and actions to relevant offices or departments upon instruction from the Board Secretary and Committee Chairperson.
9. Assist in the preparation of Committee reports, pending matters, annual reports, and summary documents to be elevated to the full Board.

*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.*