

[NOV-011418-04 \(Reposting\)](#)

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 **Bids and Awards (BAC) Assistant (Fixed-term)**

DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Assist in drafting the minutes of meetings and resolutions of the BAC;
4. Take initial custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Assist in managing the sale and distribution of Bidding Documents to interested bidders;
6. Assist in the advertisement and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Assist in monitoring procurement activities and milestones for proper reporting to relevant agencies when required; and
9. Assist in the consolidation of PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP.

QUALIFICATION STANDARDS

Education	Bachelor's degree relevant to the job
Experience	at least 1 year of relevant experience in government procurement
Other Requirement	Knowledgeable in R.A. 9184

All interested applicants are requested to submit their Application Letter, Transcript of Records, NBI Clearance and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **07 March 2019** to:

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HR Manager
John Hay Management Corporation
Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
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Or email us at: mgmt@jhmc.com.ph
Visit our website at: www.jhmc.com.ph