

[NOV-011222-05](#)

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 an **ARCHITECT 1, Job Level 10, PhP 1,025.83/day**  
**Status: Project-based Employment**

### DUTIES AND RESPONSIBILITIES

- A. **Function as Architect 1** to the ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT-PROJECT MANAGEMENT DIVISION specifically for the infrastructure project: Improvement of Parks and Open areas for year 2023:
1. To conduct inspections of the proposed sites for the projects;
  2. To prepare conceptual and final designs through visual presentations, walk-throughs;
  3. To prepare architectural details;
  4. To prepare draft specifications for architectural finishes;
  5. To assist in the preparation of estimates for architectural details;
  6. Perform other related functions assigned from time to time.
- B. **Function as OBO Assistant** to the JHSEZ-OFFICE OF THE BUILDING OFFICIAL:
7. To receive, check completeness of submissions, monitor the processing of permit applications until issuance for permit applications through the Special Economic Zone Regulatory Information System (SEZRIS);
  8. To receive, file, maintain the JHSEZ-OBO hard copies of permit applications;
  9. To draft written external and internal communications;
  10. To communicate, coordinate permit applications, inspections, with the contracted service provider for on-call professionals under the OBO;
  11. To prepare billings for the contracted service provider for on-call professionals under the OBO;
  12. To maintain monitoring tools for permit application and issuance;
  13. To prepare accomplishment reports for the OBO;
  14. Perform other related functions assigned from time to time.
- C. **Master Development Plans**  
Prepare architectural master development plan consistent with the Comprehensive Integrated Master Development Plan (CIMDP) design guidelines for JHMC projects.

### QUALIFICATION STANDARDS


<b>Education</b>	Bachelor's Degree holder in Architecture, Licensed
<b>Other Requirement</b>	Advanced knowledge in computer aided design software (Autodesk, AutoCad 3D or equivalent, Revit Architecture or equivalent)

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **17 JANUARY 2022** to:

**THE SELECTION COMMITTEE**  
Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation, Special Economic Zone, Camp John Hay, Baguio City  
Telephone No. (074) 444-5823 or email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)  
Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

### EXTERNAL POSTING:

Approved by:



**ALLAN RAZON GARCIA**  
President and CEO