

[HRD-NOV-2024-049 External Posting](#)

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 **SAFETY AND SECURITY MANAGER**

**Employment Status: PERMANENT**

**Salary: Job Grade 12, Php 80,000.03**

**JOB SUMMARY**

*Responsible in the management of the security and safety concerns of the John Hay Special Economic Zone and Reservation and ensures that there is sufficient compliance with environmental, security, and safety laws, rules and regulations within the area.*

**GENERAL DUTIES AND RESPONSIBILITIES**

1. *Prepare and develop a Program for Security and Safety, designed to complement and support the forest and environment management policies of JHMC.*
2. *Coordinate the enforcement of environmental laws, rules and regulations with the Environment Management Department.*
3. *Conduct regular inspection of various areas within the reservation to ensure compliance with the adopted Program for Security and Safety.*
4. *Coordinate and monitor the implementation of the Fire Protection Program*
5. *Direct and conduct Special Operations, Intelligence and Investigation.*
6. *Monitor and supervise the operations and activities of the private contracted security agency and ensure their compliance with the Contract for Security Services.*
7. *Establish and maintain network and inter-agency coordination with law enforcement, military units, and other security agencies to ensure their assistance is this should be necessary.*
8. *Design and implement plans for loss prevention and asset protection in accordance with the requirements of the organization.*
9. *Lead the organization in the development of the Crises Management Team and Emergency Response Plan respectively and ensure consistency thru the conduct of reviews, exercises and simulation drills.*
10. *Plan and execute all phases of VIP and event protection for company executives and activities.*
11. *Establish relationship with law-enforcement agencies, other government and private organizations to address security issues and concerns.*
12. *Manage the guard administration and operations and ensures interoperability with all units and assignments concerned.*
13. *Perform other functions that may be assigned from time to time.*

**QUALIFICATION STANDARDS**

<b>Education</b>	Education Bachelor’s Degree in Management, Military Science, Business/ Public Administration or other related fields of study
<b>Experience</b>	Experience 3 years experience relating to environmental/ project/ security & safety management



<b>Training</b>	Training 24 hours of training in project/environmental/security & safety management, intelligence or special operations training
<b>Other Requirement</b>	Must be well-versed in environmental Protection, Security Safety Management, Intelligence & Special Operations.

All interested applicants are requested to submit the following to the **Human Resource Division** on or before **03 SEPTEMBER 2024**:

1. Application Letter addressed to:

**THE SELECTION COMMITTEE**  
Attention: Mr. Danny B. Latawan, HR Manager

2. Curriculum Vitae with ID Picture and 3 character references
3. Transcript of Records (*if applicable*)
4. Diploma (*if applicable*)
5. National Bureau of Investigation (NBI) Clearance
6. Certificate of previous employment (*if applicable*)
7. Certificates of Training

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

**APPROVED BY:**

Atty. Marlo Ignacio V. Quadra  
President and Chief Executive Officer