

HRD-NOV-2024-052 1<sup>st</sup> 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 **BUSINESS CENTER ASSISTANT**

**Employment Status: Contractual**

**Salary: Job Level 9, Php 833.04/day**

**DUTIES AND RESPONSIBILITIES**

1. Assists in the implementation of the Common Usage Service Area (CUSA) fee which includes, but not limited to billing and collection;
2. Assists in the billing and collection of all lease revenues and CUSA payment;
3. Assists in the implementation of the centralized transactions relative to CUSA fees within the John Hay Special Economic Zone (JHSEZ);
4. Monitors and manages the provision of the janitorial and ground maintenance, solid waste collection services and other services, as provided for in the CUSA guidelines, for locators with business/lease contracts (long term/short term) under BCDA/JHMC.
5. Manages the preparation and processing of all necessary documents, such as procurement documents, monthly billing/payment, scope of works, etc. Attends and participate during the Bids and Awards Committee (BAC) Meeting and handles the procurement of goods and services under CUSA.
6. Handles the preparation of the Annual Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) of the Business Center.
7. Conducts the monthly/quarterly performance evaluation of the CUSA Service Providers.
8. Coordinates and participates during the CUSA Committee Meetings and meetings with locators.
9. Provides assistance to locators' concern such as, but not limited to power interruption, security assistance. etc
10. Performs other related tasks from time to time.

**QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree relevant to the job
<b>Experience</b>	Preferably with experience in Government Procurement

All interested applicants are requested to submit the following to the **Human Resource Division on or before 08 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**