

HRD-NOV-2024-056 1st 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 an **ORGANIC SECURITY PERSONNEL**

Employment Status: Contractual

Salary: Job Level 9, Php 833.04

GENERAL DUTIES AND RESPONSIBILITIES

1. To assist in the monitoring of 24/7 daily security operations and compliance of the stipulations in the Security Services Contract by the contracted security Agency.
2. To assist in the implementation and monitoring of the general Safety and Security Programs and enforcement of applicable laws and/or policies within the John Hay Reservation Area (JHRA) and John Hay Special Economic Zone (JHSEZ).
3. To assist in the accomplishment reports and documentation of daily security activities, conduct investigation of unusual incidents and special operations as necessary.
4. Liaise/coordinate with Law enforcement unit, private and government agencies, locators and other JHMC Departments/Division on matters of Safety and Security.
5. Accomplish Individual Performance and Commitment Review (IPCR) and other required reports by the Safety and Security Manager and Safety and Security Officer.
6. Performs other related functions assigned from time to time..


QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree relevant to the job/Personnel Honorably dismissed from Military or Police Service</i>
Experience	<i>With experience in the above – mentioned field of expertise, preferably licensed Security Officer</i>
Training	<i>Security Officer's Training, Basic First Aid, Security Safety and Disaster Preparedness, Customer Service</i>
Other Requirement	<i>Investigation, Intelligence, OSH, Computer Literate, Driver's License</i>

All interested applicants are requested to submit the following to the **Human Resource Division on or before 21 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