

[HRD-NOV-2024-057 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 OFFICER**

Employment Status: Regular

Salary: Job Grade 11 Step 1, Php 46,725.00

JOB SUMMARY

Assists the Safety and Security Manager in the implementation and management of security and safety plans and programs and ensures compliance with environmental, security, and safety laws, rules and regulations.

GENERAL DUTIES AND RESPONSIBILITIES

1. *Assist the Safety and Security Manager in the enforcement of the Program, Policies and Regulation for Security and Safety.*
2. *Assist in the evaluation of compliance to Environmental Laws, policies and guidelines and other related JHMC rules and regulations.*
3. *Conduct investigation, special operations and intelligence operations as necessary.*
4. *Monitor/ supervise daily operation of the contracted security agency and conduct periodic evaluation as to its effectiveness.*
5. *Liaise with other security and government agencies.*
6. *Coordinate the implementation of the Fire Protection Program.*
7. *Assist in the preparation and conduct of security and safety training for organic employees and 3rd party security contractors.*
8. *Responsible for the collection, review of pertinent security data such as Daily Situation and Operation Report (DSOR), guard attendance and monthly billing requirements from the service providers.*
9. *Responsible for monitoring of guards and company related activities and ensures that proper coordination and execution of tasks are well complied.*
10. *Ensure that consistent review and appraisal of guard performances thru scheduled inspections and evaluations and prepares the necessary line of action.*
11. *Maintain coordination and communications with other security units and agencies within the AOR.*
12. *Perform other functions that may be assigned from time to time.*

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Management, Military Science, Business/ Public Administration or other related fields of study</i>
Experience	<i>2 years experience relating to environmental/ project/ security & safety management</i>
Training	<i>16 hours of relevant training</i>
Other Requirement	<i>Must be well-versed in environmental Protection, Security & Safety Management, Intelligence & Special Operations</i>

Approved by:  **ATTY. MARLO IGNACIO V. QUADRA**
PRESIDENT AND CHIEF EXECUTIVE OFFICER

All interested applicants are requested to **EMAIL** the following to avigale.villanueva@jhmc.com.ph on or **before 26 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

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED

Approved by:  ATTY. MARLO IGNACIO V. QUADRA
PRESIDENT AND CHIEF EXECUTIVE OFFICER