



NOTICE OF VACANCY

(For Active Pooling)

The Philippine Mining Development Corporation (PMDC) is looking for **VICE-PRESIDENT FOR OPERATIONS** with the following qualifications:

Qualification Standards:

Education	:	Master's Degree or Equivalent
Experience	:	Minimum of five (5) years supervisory/managerial experience Of good moral character and unquestionable integrity

Duties and Responsibilities:

1. Formulates strategies, processes and methods to enhance profitability, productivity and efficiency in the company's business operations;
2. Directs and supervises the functions of the managers under the Operations Group, to wit: Business Development Department and Project Management Department;
3. Reviews the formulation of the Operating Plans of the departments under the Operations Group to ensure that these are aligned with the company's strategic objectives;
4. Assists and provides support to the Chairman and President-CEO in the overall implementation of the Company's vision and mission statements and its strategic goals;
5. Reports to the Chairman and President-CEO all problems or unusual matters of significance, takes prompt corrective action where necessary or suggests alternative courses of action for the Chairman and President-CEO's approval;
6. Reviews and approves (and/or endorses for approval) documents, reports and policies coursed through him;
7. Represents the Company in meetings, conferences, etc., as directed by the Chairman and President-CEO; and,
8. Performs other functions as may be assigned.

Interested applicants must submit their updated resumes and latest 1 x 1 picture on or before 24 February 2025.