



Philippine Geothermal Production Company, Inc. (Philippine Geothermal) is a Filipino corporation operating the Tiwi steam fields in the province of Albay and the Mak-Ban steam fields in the provinces of Batangas and Laguna. It is owned by Allfirst Equity Holdings, Inc. (AEHI), directly and through its wholly owned subsidiaries.

Tiwi and Mak-Ban are the result of a successful partnership between Philippine Geothermal's predecessor and the National Power Corporation that began in 1971, when a 2.5 kW government experiment was transformed into the first commercial geothermal power project in Southeast Asia, and led to the birth of the geothermal industry in the Philippines.

Philippine Geothermal continues its legacy of providing a clean, stable, reliable, and renewable source of energy to meet the country's growing power requirements. Its vision is to be the leading geothermal energy company, recognized not only for its world-class performance but also for contributing to the improvement in the lives of the people in the communities where it operates.

Career Opportunity Office Assistant (Project Control Staff)

The Role

Successful candidate will provide support to Facilities Engineering and Reliability functions in the Asset. He/She will:

- Develop and implement a cost tracking system that will assist project engineers monitor the project costs. Apply earned value management (EVM) method to measure and track project performance metrics.
- Prepare and facilitate processing and approval of project-related documents such as contracts, purchase requisitions, service requests and invoices.
- Develop, implement, and maintain an appropriate filing system that suits the needs of the section.
- Maintain FE online document management system (SharePoint) and other collaboration tools.
- Monitor/update department planned operating expenses and cost management initiatives on a monthly/yearly basis.

The Individual

- Bachelor's degree in Engineering
- With experience in project cost monitoring
- Very proficient in MS Office applications
- Good written and verbal communications skills
- Willing to be assigned in Bitin, Bay, Laguna

To apply, visit PGPC Careers site at www.pgpc.com.ph and complete the online application not later than **June 7, 2018**.

All information supplied will be treated as strictly confidential for the purpose of selection and recruitment.
Only shortlisted candidates will be notified.