


Job Description file

 CLARK INTERNATIONAL AIRPORT CORPORATION	Doc. Code: HRD-F-038
	Effective Date: 12 February 2013
DOCUMENT TYPE: JOB DESCRIPTION	Revision No: 0
POSITION TITLE: ASSISTANT MANAGER, CORPORATE PLANNING DEPARTMENT	Page: 1 of 2

CORPORATE PLANNING DEPARTMENT

POSITION TITLE : Assistant Manager, Corporate Planning Department **Job Level** : 11

IMMEDIATE SUPERVISOR : Manager, Corporate Planning Department

POSITION SUMMARY:

Assist in all corporate planning related functions in accordance with the organization's goals. Responsible on the proper implementation of all assigned projects from proposal, field work, data processing, statistical testing, analysis, presentation and documentation.

TASKS AND DUTIES:

1. Assist in the development of short, medium and long term corporate strategic plans aligned to corporate vision and mission;
2. Assist in communicating corporate strategic plans to all departments/offices and monitoring of the effective implementation of departmental targets;
3. Assist in the full implementation of the Balance Scorecard to track key performance areas of all departments/offices;
4. Analyze airport trends and undertake market analysis covering the aviation industry;
5. Assist in identifying, reviewing and analyzing corporate development and investment opportunities;
6. Assist in making appropriate short, medium and long term corporate development and investment decisions;
7. Continuously monitors airport's performance and dynamically change strategies according to the performance;
8. Responsible on the proper implementation of all assigned projects from proposal, field work, data processing, statistical testing, analysis, presentation and documentation;
9. Continuously improve business processes of the various departments within the corporation to enhance efficiency and effectiveness;

QUALIFICATION STANDARDS:

1. College Graduate. Preferably with a Master's Degree in Management.
2. Must have at least three (3) years work experience in a supervisory capacity in planning, organizational and coordination skills.
3. Exposure to qualitative research.
4. Has planning and organizing experience within current role.
5. Excellent analytical, interpersonal and presentation skills.
6. Proficient oral and written communication skills.
7. Computer Literate and proficiency in using MS Word, MS Excel, and MS Power Point
8. Must be hardworking, trustworthy, and proficient in interpersonal communication.



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9. Must be flexible to work on extended hours, shifting schedules, weekends and holidays.

Prepared by:

Ana 2/27/13

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