



May 21, 2019

NOTICE OF VACANCY

All qualified applicants are enjoined to submit the following documents to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **May 31, 2019**:

1. Application letter; (**please indicate position title, Item number and department/office**)
2. Personal data sheet (CS Form No. 212 revised 2017);
3. Work Experience Sheet (CS Form No. 212 Attachment);
4. Copy of IPCR (latest rating period, for those employed in government);
5. Potential assessment rating signed by immediate supervisor (for employed applicants, form available at the HRMD);
6. Copy of eligibility (non-NEA applicants); and
7. Transcript of Records (non-NEA applicants)

Applicants may also send their applications thru our e-mail address hrmd@nea.gov.ph. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter. **Only applications with complete attachments will be accepted.**

Position Title	SECRETARY A
Place of Assignment	Corporate Planning Office (CPO)
Item No.	40
Monthly Salary/ Salary Grade	Php17,975.00/SG 09
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Sub-professional/First Level Eligibility Preference : Proficient in Microsoft Word, Excel and Powerpoint
Duties and Responsibilities	<ul style="list-style-type: none"> • Perform variety of secretariat and administrative functions under the supervision of the Department Manager and staff; • Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action; • Undertake systematic filing and control of office records; • Attend to visitors/callers of the office. Refers the officials to staff who can provide the information needed; • Place and receive phone calls; writes down messages for information/action; and • Determine supplies needed by the office and initiates requisition of the same.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

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Position Title	ELECTRONIC COMMUNICATION SYSTEMS OPERATOR C
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item No.	164
Monthly Salary/ Salary Grade	Php14,847.00/SG 06
Qualification Standards	Education : Completion of 2 years studies in college/ highschool graduate with relevant vocational/trade course Experience* : None Required Training : None Required Eligibility : None Required Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitor and coordinate for the continuing efficiency of the computers telephone interconnections, fax machines and other communication system; • Route and monitor action of incoming and outgoing documents/requests/reports and queries to and from the ECs; • Comply/bind reports with all attachment for proper dispatch and filing; • Receive telephone calls and refers to concerned staff in the department • Act as liaison of all administrative concerns in the department; and • Assist in attending to visiting EC officials and representatives.

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Position Title	COMPUTER SERVICES PROGRAMMER A
Place of Assignment	Information Technology and Communication Services Department – Information Technology & Systems Development Division
Item No.	190
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Manage and maintains in-house servers, network and workstations; • Determines proper installation parameters for software and hardware, for smooth integration, transition and efficiency; • Setting up computer security measures; • Assist in troubleshooting a variety of computer issues • Provide assistance in the development of the agency audio visual presentation, PowerPoint and system documentation • Manage websites and perform continual maintenance; this can includes links, database, and other functions • Updating the GCG Web Portal. • Assist in publishing/updating the NEA website content. • Assist in the technical evaluation of software or application, services related acquisition.

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Position Title	CHIEF ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management and Guarantee Department – Accounts Servicing Division
Item No.	258
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience : 4 year of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA and with Masteral Degree
Duties and Responsibilities	<ul style="list-style-type: none"> • Review and verify approved accounting documents, correspondence and management reports; • Plan and organize activities related aspects of subsidy funded projects liquidation and compliance to COA requirements; • Interpret the financial aspects of ECs completed projects for liquidation; and • Coordinate with ECs, government agencies and other offices representing both local and foreign sectors on matters pertaining to subsidy funded project for RE program and calamity grants.

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Position Title	PROPERTY OFFICER A
Place of Assignment	Human Resources and Administration Department – General Services Division (HRAD-GSD)
Item No.	290
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare and maintain equipment Ledger Card for recording and monitoring of issuance transfer, surrender and disposal of all NEA PPE and semi-expendables; • Conduct Physical Inventory and maintain/control the date files to ensure complete documentation or property management activities; • Prepare Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS), Property Transfer Report (PTR) and all documents related to property management activities; • Prepare documentation for disposal and coordinates with the BAC Disposal and Appraisal Committees; and • Receive complaints/requests about disposition of NEA Properties and problems related to property management.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Engineering Department (Disaster Risk Reduction and Management Department – Energy Response Plan Division)
Item No.	311-A
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably Electrical Engineer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain, organize and analyze regular reports regarding status of facilities affected by disasters; • Provide costing and estimation of damage of facilities affected by disaster; • Coordinate with offices regarding the funds for recovery; • Mobilize task force for facility restoration and rehabilitation during disaster; • Manage the resources for facility restoration and rehabilitation during disaster; • Provide regular monitoring reports on assessment and recovery to all concerned offices; and • Provide regular reports for the monitoring of all concerned parties.

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Position Title	ENGINEER A
Place of Assignment	Engineering Department (Disaster Risk Reduction and Management Department – Vulnerability and Risk Assessment Division)
Item No.	311-B
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
Qualification Standards	<p>Education : Bachelor’s degree in Engineering relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably Electrical Engineer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Implement the activation of quick response team who will act as first responders to disaster stricken ECs; • Implement pre-positioning of resources and assets for disaster response activities; • Monitor the submission of status reports on all pre-position resources; • Coordinate and identify partners for projects and activities; • Evaluation, improvement and assessment of task forces operation procedures and activities; • Collect information regarding impending disaster and preparedness of EC and other related matters; • Provide directory services containing contacts for task force key players; and • Conduct scenario –based pre deployment meetings.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department - Total Electrification Division)
Item No.	319-A
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably Electrical Engineer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct technical evaluation and recommendation of projects such as expansion and/or rehabilitation of power lines, HQ facilities and other relevant projects of ECs; • Conduct inspection of ECs on-going projects and final inspection and acceptance of completed subsidy funded projects; • Monitor and update the status of ECs projects development; • Prepare detailed engineering design of various assigned projects consistent with the overall work program activities; and • Assess progress of work and check compliance with the approval plans and specification.

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Position Title	ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department - Total Electrification Division)
Item No.	322-A
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably Electrical Engineer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct technical evaluation and recommendation of projects such as expansion and/or rehabilitation of power lines, construction of substation, lot acquisition, HQ facilities and other relevant projects of ECs; • Monitor and update the status of ECs project development with approved release of fund and cheques; • Conduct inspection of EC's on-going projects funded by the agency; • Conduct assessment on progress of work and checking of compliance based on plans and specifications; • Conduct assessment on status of material allocation/delivery if necessary and recommends corrective/remedial action that may arise; and • Conduct final inspection and acceptance of completed projects of NEA funded projects.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department - Renewable Energy Development Division)
Item No.	329-A
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably Electrical Engineer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide technical assistance and consultancy service to ECs in the conduct of site identification and resource assessment of the potential new and renewable source of energy such as mini and micro hydro, solar and wind for on-grid, off-grid and unenergized areas; • Provide assistance to ECs in the construction, installation and commissioning of the renewable energy projects for off-grid electrification; • Evaluate RE technical proposals, feasibility studies, detailed engineering designs for bankability as basis for implementing feasible technical options, viable financing schemes to attract public and private sector participation under acceptable institutional arrangements; • Assist in the conduct of technical evaluation of RE projects and final inspection and acceptance of completed subsidy funded RE projects; and • Conduct site visits for validation of RE projects and conduct Information Education and Communication Campaigns.

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Position Title	ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department - Renewable Energy Development Division)
Item No.	331-A
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA1080 Preference : Preferably Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide technical assistance to ECs in their RE resource-based power generation projects from inception to commissioning and monitor development; • Evaluate and assess technical, financial and socio-economic viability of the proposed RE projects; • Assists in the conduct of technical evaluation of RE projects and final inspection and acceptance of completed subsidy funded projects; and • Monitor and update the status of EC's RE project development.

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
Position Title	SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER
Place of Assignment	Institutional Development Department – Organization and Management Development Division (IDD-OMDD)
Item No.	339
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with in-depth knowledge and experience on Electric Cooperative operation particularly on HR matters, and other institutional concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the Electric Cooperative (EC) personnel management and Development/Reorganization; • Review and recommend solutions to problems arising from organizational intervention; • Supervise the integration of EC balanced scorecard and individual performance; • Supervise the review evaluation/ recommendation of Electric Cooperative grant of incentives, allowances and employees' salaries; • Supervise the facilitation of the selection/hiring process of applicants for Electric Cooperative GMs; • Supervise the evaluation and recommendation of EC General Managers' Salaries and retirement benefits; and • Review and evaluate EC policies for approval.

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Position Title	COMMUNITY RELATIONS OFFICER A
Place of Assignment	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
Item No.	371
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with knowledge in oral and written communication
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects; • Promote economically sustainable (livelihood) programs for the consumers; coordinates with and establishes linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects; • Assist in the implementation of new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to the Organization of Member-Consumer-Owners (MCOs); • Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP), and other development programs and consumer services; and • Prepare, evaluate and act on resolutions/queries/communication complaints;

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ANASTACIA B. SUASI
Acting Division Manager
Human Resources Management


Note: These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.

Next-In-Rank employees should signify their interest by applying in writing otherwise they waive their rights to the vacant position/s.