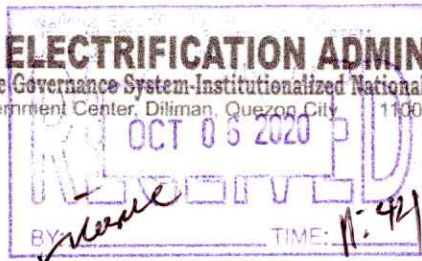




October 06, 2020



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 **October 16, 2020**:

1. Application letter; **(please indicate position title, Item number and department/office)**
2. Personal data sheet with recent passport-sized picture (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 authenticated eligibility/updated PRC license; 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	DEPARTMENT MANAGER A
Place of Assignment	Engineering Department
Item Nos.	300
Monthly Salary/ Salary Grade	Php107,444.00/SG 26
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 5 years of supervisory/management experience</p> <p>Training : 120 hours of supervisory/management learning and development training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Direct/Plan/Organize/Control and ensures EC compliance to meet performance standards in service quality, reliability and efficiency under the Philippine Distribution and Grid Code and other regulatory requirements and imperatives as provided under the deregulated power industry environment (RA 9136);

Continue on the next page

*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)

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Provide technical assistance to ECs in the preparation/implementation of Multi Year CAPEX Plan/Projects under the Distribution Development Plan and Workplan under the e-ICPM Long-Term Development Plan (LTDP) and in the conduct of Competitive Selection Process of Power Supply Agreements for Additional Capacities under the EC Power Supply Procurement Plans (PSPP); • Direct and supervise the duties and responsibilities of the Department and shall be responsible in the coordination of the respective functions of the Divisions in order to have an effective consolidated and integrated programs for the ECs; • Direct and supervise technical evaluation, monitoring and close out of projects; • Oversee the provision of technical services to the ECs in the form of system design development, construction, operation and maintenance of EC Distribution System; • Represent NEA in meetings and conferences as required. Lead in the coordination/networking with DOE, ERC, TRANSCO, WESM and other entities/offices to ensure implementation of the RE programs; and • Perform other duties that may be assigned/directed by the Administrator and Deputy Administrator from time to time.
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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
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"> • 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; • Conduct final inspection and acceptance of completed projects of NEA funded projects; and • Perform other duties and responsibilities that may be assigned from time to time.

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ANASTACIA B. SUASI
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.