



PHILRECA

PHILIPPINE RURAL ELECTRIC COOPERATIVES ASSOCIATION, INC.

May 03, 2016

HON. EDITA S. BUENO

Administrator
HR and Administration Department
National Electrification Administration
No. 57 NIA Road, Government Center
Diliman, Quezon City

Attention: **MS. DIANA M. SAN LUIS**
Director
HR and Administration Department

Dear Administrator Bueno:


Currently, the Philippine Rural Electric Cooperatives Association, Inc. (PHILRECA) is undergoing a reorganization in order to enhance its reliability and credibility in the delivery of services to the member-electric cooperatives. Part of this undertaking is the hiring of competent human resources as per attached position descriptions and qualifications.

Fully aware of the complexity of the electric power industry, we deem it an advantage to one who has a good knowledge of the industry, particularly the electric cooperatives. In this regard, may we request for the posting of the **"PHILRECA Priority Hires"** at the NEA's Bulletin Board and the like, for any interested person to have a chance to know our requirements.

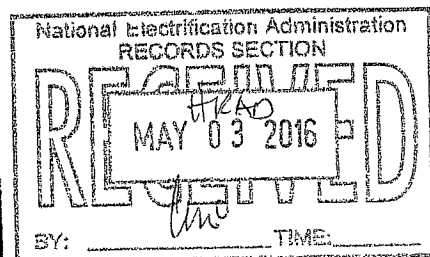
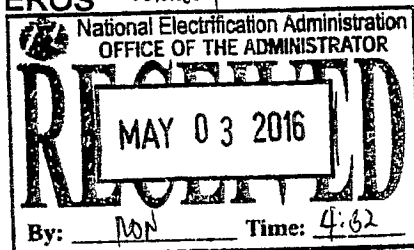
For anyone who is interested in any of the positions, please send your comprehensive resume to PHILRECA at email address: philreca1979@gmail.com.

Thank you and warm regards.

Very truly yours,


WENDELL V. BALLESTEROS
General Manager

CONMES / 127-163





PHILRECA

PHILIPPINE RURAL ELECTRIC COOPERATIVES ASSOCIATION, INC.

PRIORITY HIRES

EXECUTIVE ASSISTANT

Entry level salary: P44,282/month

Responsible for enhancing Executive Director's effectiveness by providing information management support; representing the executive to others. Performs varied, difficult, sensitive and confidential office administrative support functions for the Executive Director and related duties.

PHILRECA (Philippine Rural Electric Cooperatives Association, Inc.)

4th Floor, CASMAN Building, 1198 Quezon Avenue, Quezon City

An association of more than 100 electric cooperatives nationwide that implements extensive rural electrification program to promote and accelerate rural development and industry dispersal to sustain Philippine economic growth.

We offer challenging and exciting career opportunities to those with the following minimum qualifications:

- Bachelor's degree in Management, Business Administration or related field
- At least five (5) years progressive experience in a managerial/supervisory capacity related to functions of the job

EXECUTIVE AND BOARD SECRETARY

Entry level salary: P28,076/month

Responsible for providing confidential, complex and high level administrative assistance to the Executive Director and the Board. Acts as liaison among the Executive Director, Board of Directors and employees. Responsibilities include regular contact with members of the Board and all levels of personnel to exchange information and explain administrative policies and procedures to significantly facilitate the work of the top executive and management staff.

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- Bachelor's degree in Business Administration or related field

- Five (5) years of related work experience supporting an executive including assisting the members of the board and administrative staff
- Knowledge of:
 - Corporate governance and compliance
 - Office administration and management practices & procedures
 - Principles and practices of sound business communication
 - Correct English usage including spelling, grammar and punctuation
 - Budgeting, record keeping, filing

ASSISTANT TO THE EXECUTIVE AND BOARD SECRETARY

Entry level salary: P19,205/month

Responsible for helping provide confidential, complex and high level administrative assistance to the Executive Director and the Board. Helps the Executive and Board Secretary in liaison work with the Executive Director, Board of Directors and employees. Responsibilities include regular contact with members of the Board and all levels of personnel to help exchange information and explain administrative policies and procedures while significantly providing secretarial services to the top executive and management staff.

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- Bachelor's degree in Business Administration or related field
- Two (2) years of related work experience supporting an executive including assisting the members of the board and administrative staff
- Knowledge of:
 - Corporate governance and compliance
 - Office administration and management practices & procedures
 - Principles and practices of sound business communication
 - Correct English usage including spelling, grammar and punctuation

ADMINISTRATIVE & HUMAN RESOURCES (HR) COORDINATOR

Entry level salary: P32,681/month

Performs a variety of responsible and complex technical and administrative duties relating to HR functions and programs in the areas of recruitment, compensation, benefits administration, classification and compensation, employee relations. Provides assistance and information to employees regarding HR activities, processes, policies and procedures; prepares various correspondence and memoranda; coordinates activities related to area of assignment; and performs a variety of tasks requiring specialized knowledge related to area of assignment.

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- College or Bachelor's degree graduate in business, psychology, human behavior or related field
- Two years of technical and administrative experience in HR administration activities
- Knowledge of:
 - Basic human resource functions and procedures
 - Office procedures, methods and applicable software applications
 - Report preparation and writing
 - Records keeping and filing
 - Letter writing

INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER

Entry level salary: P32,681/month

Responsible for installing, configuring and providing efficient user support for computing hardware and software and maintaining the IT environment including LAN, workstations, printers, shared file services and anti-virus of the communication systems of the Association. Works with local service providers to ensure telephone connectivity; tasks with all aspects relating to the management of radio services.

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- Bachelor's degree graduate in Computer Science, Information Technology, Electronic Communications or any related discipline
- At least four (4) years of professional experience in planning, design, development, implementation and maintenance of computer information systems or related area
- Knowledge of relevant methodologies for desktop services and IT networking

INFORMATION AND COMMUNICATION TECHNOLOGY ASSISTANT

Entry level salary: P19,205/month

Responsible for helping install, configure and provide efficient user support for computing hardware and software and maintaining the IT environment including LAN, workstations,

printers, shared file services and anti-virus of the communication systems of the Association. Works under the supervision of the ICT Officer in dealing with local service providers to ensure telephone connectivity; maintaining and updating the PHILRECA website and tasks with all aspects relating to the management of radio services.

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- At least two (2) years of professional experience in planning, design, development, implementation and maintenance of computer information systems or related area
- Knowledge of relevant methodologies for desktop services and IT networking

LEGISLATIVE LIAISON OFFICER

Entry level salary: P24,120/month

Responsible for organizing and coordinating the Association's legislative agenda and working with legislators and their legislative staff in preparation for legislative activities concerning the Association and its member-electric cooperatives.

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We offer challenging and exciting career opportunities to those with the following minimum qualifications:

- Bachelor of Laws graduate
- At least three (3) years experience in professional practice
- Experienced in legislative processes and strong research and technical training background
- Knowledge of:
 - Relevant legal action
 - Legislative processes
 - The mechanics of government

TRAINING OFFICER

Entry level salary: P28,076/month

Responsible for developing relevant internal training and sourcing relevant external training for the organization including the efficient coordination, delivery, assessment of trainees and employees undertaking relevant training programs.

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We offer challenging and exciting career opportunities to those with the following minimum qualifications:

- Bachelor's degree in Education, Training, HR or related field
- At least five (5) years of proven experience in coordinating multiple training events in a corporate setting
- Strong communication skills
- Advanced organizational skills with the ability to handle multiple assignments
- Knowledge of:
 - Instructional design theory and implementation
 - Learning management systems and web delivery tools
 - Traditional and modern training methods and techniques
- Ability to:
 - Complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
 - Operate computer and use MS applications
 - Work under pressure with frequent interruptions
 - Establish and maintain effective working relationships with those contacted in the course of work

RESEARCH AND DEVELOPMENT OFFICER

Entry level salary: P32,681/month

Responsible for innovative technical research and development programs for the benefit of the Association.

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We offer challenging and exciting career opportunities to those with the following minimum qualifications:

- Bachelor's degree graduate in Economics, Statistics, Sociology, Political Science or related field
- At least two (2) years experience in a research and development environment
- Knowledge of:
 - Research methods'
 - Statistical techniques
 - The issues in electric cooperatives and rural electrification program
 - Government systems and processes
- Ability to:
 - Convey key information in written reports, business correspondence or presentations
 - Learn new concepts and technologies
 - Use computer, word processing and communication
 - Operate at a very high level; work to deadlines; execute high level research projects

GENERAL ACCOUNTING CLERK

Entry level salary: P17,801/month

Performs a range of general clerical, accounting and bookkeeping support functions in the organization.

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- Bachelor's degree in Accounting or Management Accounting
- At least three (3) years of related work experience
- Knowledge of:
 - The principles bookkeeping and accounting procedures
 - MS applications including Word, Excel and Outlook, database and accounting software
- Ability to:
 - Pay attention to details
 - Organize, set priorities and exercise sound independent judgment
 - Prepare routine reports under time constraints
 - Handle transactions discreetly and possess integrity
 - Interact well with others with a high ethical standards and professionalism
 - Work under time pressure and with deadlines