



NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100

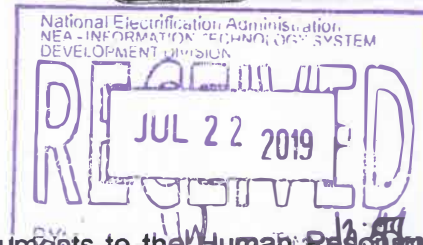


Management System
ISO 9001:2015



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July 22, 2019



NOTICE OF VACANCY

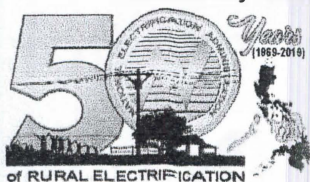
All qualified applicants are enjoined to submit the following documents to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **August 01, 2019**:

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 hcmd@nea.gov.ph. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter. **For those who are applying to more than 1 (one) position, please submit complete attachments for each position/item. ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

Position Title	ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Account Management and Guarantee Department
Item No.	249
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 : Preferably graduate of BS Accountancy/BS Accounting Management/BS Administration and Accountancy
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather & validate financial data pertaining to electric utilities (EUs) loan application & availment; • Prepare financial projects & recommend appropriate financial operating level for use in the evaluation of proposed loan application & loan amendments; • Conduct status reports concerning the over-all performance of electric utilities (EUs) and recommend appropriate measures for implementation; • Recommend coordination meeting with other offices to thresh-out problems affecting accounts being evaluated; and • Prepare report on the behavior of all accounts.

*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)



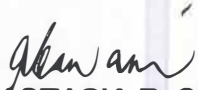
Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER A
Place of Assignment	Human Resources and Administration Department
Item No.	277
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably a graduate of Psychology/Human Resources Management and other related behavioral science courses
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain employee demographics (HRIS, state of wellness, etc.); • Check the veracity and authenticity of application documents submitted through background investigation; • Prepare communications relative to human resources management; • Coordinate with the departments/offices representatives in the implementation and evaluation of policies and programs • Assist in the conduct of surveys, FGDs, researches, policy studies, and benchmarks on Recruitment, Selection and Placement, Rewards and Recognition and Performance Management; • Monitor and review office reports to ensure compliance with existing policies, processes and systems of benefits, compensation, rewards and incentives, health and wellness mechanism of the organization; and • Prepare replies to queries on benefits, compensation and welfare management.

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Position Title	ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	330
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 : N/A
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 or substation, lot acquisition, HQ facilities and other relevant projects of EC's; • Monitor and update the status of EC's projects development with approved release of funds and cheques; • Conduct inspection of EC's on-going projects funded by the agency; • Assess progress of work and checking of compliance based on plans and specification; • Assess status of material allocation/delivery if necessary and recommend corrective/remedial action that may arise; and • Conduct final inspection and acceptance of completed projects of NEA funded projects.

*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)


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.