



September 22, 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 02, 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 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. **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	CHIEF EC DEVELOPMENT SERVICES
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item Nos.	127, 129 and 134
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate/supervise/assist in the preparation and implementation of strategic plans and programs for identified ailing/problematic ECs in coordination with finance and technical sectors to include other concerned departments/offices of NEA and recommends management tools to improve employees' productivity and operational efficiency; • Supervise/undertake periodic evaluation and assessment of ECs operations on the basis of compliance with NEA policies/guidelines and other issuances; <p style="text-align: right;"><i>Continue to the next page</i></p>

*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

[Handwritten signature]

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Act as technical consultant on the ECs institutional development plans and programs as follows: <ul style="list-style-type: none"> a) Image Building and Corporate Culture Enhancement b) EC Structural enhancement and development of management tools, reorganizational activities, salaries and wages and other benefits c) Human Resource Growth and Skills Development d) Customer Relations and Services Satisfaction; • Supervise/assist in the conduct of the EC's networkings/linkages with LGUs, GOs, NGOs, GOCCs and other entities for the promotion and facilitation of the Rural Electrification Programs/Projects Implementations; • Supervise, monitor and evaluate a study on EC manpower allocation, salaries, wages and benefits position classification that may be necessary in the determination of CAPEX-OPEX data of a Reference Utility under the Benchmarking Initiatives of the Department; and • Perform other duties that may be assigned from time to time.
-------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*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)

gky

Position Title	CORPORATE FINANCE SERVICES CHIEF
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item Nos.	145 and 147
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop and recommend financial and risk management packages for electric cooperatives in distribution and supply of electricity business; • Supervise/conduct periodic assessment and provides recommendation of financial position and result of operation of distribution utilities and supply business of electric cooperatives in aid to financial decisions; • Supervise/assist the electric cooperatives in developing strategies in financial and risk management and performance standards to achieve long term viability; • Supervise/monitor EC's adherence to financial guidelines set by NEA and compliance to approved Cash Operating Budget (COB) to achieve long term viability; • Monitor/assist EC's adherence to financial guidelines and loan conditionalities, as they may be, set by NEA; • Assist ECs in financial regulatory compliances and reportorial requirements; • Assist ECs in the improvement of working fund management and short term debt servicing; and • Review/evaluate and recommend appropriate action/s on the granting of financial benefits/privileges of EC's officials and employees in accordance with NEA guidelines and promulgations; and • Perform other duties that may be assigned from time to time.

*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)

alun

Position Title	MANAGEMENT INFORMATION SYSTEMS DESIGN SPECIALIST B
Place of Assignment	Information Technology and Communication Services Department – Information Technology & Systems Development Division
Item No.	188
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : With knowledge, experience/exposure in developing web based information system, including website; With technical knowledge in IT systems administration
Duties and Responsibilities	<ul style="list-style-type: none"> • Set-up, administer, configure, monitor, and maintain computer systems, servers, data storage and local area networks. • Design, monitor and maintain the NEA network and IT security infrastructure. • Assist in the design, programming, analysis, monitoring of information systems, creating backups, and uploads web contents to the NEA website. • Assist in the technical evaluation of software or application, and other IT related acquisition. • Provide technical support and assist in the monitoring of system performance to maintain system effectiveness in supporting NEA & EC's operations; and • Perform other duties may be assigned from time to time.

*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)

Handwritten signature

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"> • Assist the MIS Design Specialist in the programming and design and development of NEA information systems; • Assist in the management and maintenance of the NEA website including links, databases, and other application systems; • Assist, manage and maintain in-house servers, network and workstations and applications systems; • Set-up, configure computer systems and security measures; • Provide assistance in the development of the Agency's audio visual presentation, PowerPoint and system documentation; • Update G2G Portal requirements of the agency; • Update and publish NEA website content; • Assist in the technical evaluation of hardware & software application or IT services related acquisition; and • Perform other duties may be assigned from time to time.

*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)

glen

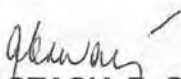
Position Title	SUPERVISING ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management and Guarantee Department – Accounts Management Division
Item Nos.	245 and 246
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably a CPA or a graduate of BS Accountancy/BS Accounting Management/BS Administration and Accountancy
Duties and Responsibilities	<ul style="list-style-type: none"> • Recommend appropriate loan/guarantee package based on over all account evaluation and credit assessment of complex/problem accounts; • Undertake preparation of Project Evaluation Report for complex/problem accounts; • Evaluate EC's request for clearance to avail loan from other banks/FIs and prepares recommendation for complex/problem accounts; • Evaluate EC's request loan releases; • Evaluate/Recommend approval of EC's request for loan restructuring and moratorium; • Prepare financial forecast and sensitivity analysis; • Assist the Section Chief in supervising the conduct of financial, technical and institutional studies and analyses socio-economic evaluation and organizational aspects pertaining to EC's loan/guarantee application; • Recommend options for settlement and obligations for complex/problem accounts in case of guarantee call; • Recommend remedial measures for ECs in default on loan and power payments; • Render assistance in the conduct of review/studies for loan and guarantee facilities/policies/guidelines; and • Perform other duties that may be assigned from time to time.

*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)

Handwritten signature

Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER A
Place of Assignment	Human Resources and Administration Department - Human Resources Management Division
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 and/or with competency in Information Technology
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain and update the HR processes thru the HRIS of the agency; • Update HR processes thru information systems and technologies; • Maintain employee demographics and generation of HR-related reports; • Manage system upgrades and maintenance of data integrity; • Prepare communications relative to human resources management; • 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 • Perform other duties may be assigned from time to time.

*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
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.