



October 23, 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 **November 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 authenticated eligibility and/or updated PRC ID; 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	SENIOR CORPORATE PLANNING ANALYST
Place of Assignment	Corporate Planning Office – Strategic Planning Division
Item Nos.	49
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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"> • Prepare the Section’s and Division’s Scorecards and accomplishments; • Facilitate the preparation of the documents for the conduct of the strategic planning conferences/workshops for NEA; • Assist in the strategic planning activities/sessions; • Design, develop and package informational materials on corporate planning concerns and oversees the timely dissemination of the same; • Gather data for the consolidation of annual corporate scorecard metrics and targets including strategic initiatives with the requirements of oversight bodies;

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*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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Duties and Responsibilities	<ul style="list-style-type: none">• Assist in the review and assessment of departmental scorecards and accomplishments;• Undertake record management and maintenance of reporting system including consolidation of documentary evidence for audit purposes;• Prepare minutes of meetings, reports, office communications and other related documents; and• Perform other duties that may be assigned from time to time.
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Position Title	RESEARCHER ANALYST A
Place of Assignment	Corporate Planning Office – Strategic Planning Division
Item No.	51
Monthly Salary/ Salary Grade	Php25,232.00/SG 13
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of routine research protocol, such as interviewing, testing, and/or scientific procedures including qualitative, financial and statistical data as well as analysis and interpretation; • Assist in the review and assessment of departmental scorecards and accomplishments; • Assist in the validation with the different Agency's units their scorecards and accomplishment reports; • Assist in the strategic planning and quality management activities/sessions; • Establish, update and maintain the Division's files, inventories, records and data management; • Prepare administrative requirements for the conduct of strategic planning sessions, conferences and other related deliberation activities; and • Perform other duties may be assigned from time to time.

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Position Title	CHIEF EC MANAGEMENT SERVICES
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item No.	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; • 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.

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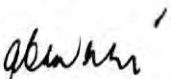
Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER A
Place of Assignment	Human Resources and Administration Department - Human Resources Management Division
Item No.	277
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant 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.

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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	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"> • 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; • Conduct scenario –based pre deployment meetings; and • Perform other duties 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.