



December 09, 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 **December 19, 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)

ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.

Applicants may also send their applications thru our e-mail address neahrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	SECRETARY A
Place of Assignment	Information Technology and Communication Services Department
Item No.	180
Monthly Salary/ Salary Grade	Php17,975.00/SG 9
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Sub-Professional/First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Perform variety of secretariat and administrative functions under the supervision of the Department Manager; • Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action; • Undertake systematic filing and control of office records; • Attend to visitors/callers of the office. Refers the officials to staff who can provide the information needed; • Place and receive phone calls; writes down messages for information/action; • Determine supplies needed by the office and initiates requisition of the same; 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)

Position Title	SENIOR MANAGEMENT INFORMATION SYSTEM ANALYST
Place of Assignment	Information Technology and Communication Services Department – Database Management and Program Control Division
Item No.	200
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"> • Provide support in the maintenance and updating of the EC Financial and Statistical databank; • Assist in the processing and generation of reports and other information requirements for inputs into NEA and external agencies' publications and reports; • Facilitate the uploading of approved information and reports into NEA intranet and internet system; • Facilitate the drafting, printing, binding, reproduction and distribution of the RE Chronicle; • Assist in the processing and generation of reports and other information requirements for inputs into NEA and external agencies' publications and reports; • Assist in the formulation and recommends approval of targets and accomplishments, budget requirements, logistic support and APP of ECIS; • Conduct troubleshooting on the division's existing systems and hardware and recommends necessary measures for enhancement/improvement; • Assist in the conduct of research and networking with other departments on the enhancement of parameters in the evaluation of EC performance; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department – Financial Planning and Control Division
Item No.	225
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"> • Coordinate with the ECs officials on problems concerning their budgets/finances & initiates remedial solutions; • Assist in the evaluation of the ECs Annual Cash Operating Budget (COB) & initiates approval thereof; • Assist in the evaluation of the ECs board resolutions/budget request pertaining to disbursement of their internally generated fund & initiates recommendation for approval/disapproval.; • Provide the necessary data and assists in the conduct of budget hearing to ascertain the reasonableness of the ECs' proposed Annual Cash Operating Budget (COB); • Assist in the preparation of the ECs Financial and Statistical Reports, Balance Sheet and Budget Performance for submission to management and external use; • Provide necessary data and assists in the evaluation of the ECs financial performance based on standard/s approved ratios and Key Performance Indicators (KPS); • Assist in the preparation and evaluation of the ECs' performance based on the NEA guidelines for Classification of ECs' and provision for NEA intervention; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department – Financial Planning and Control Division
Item No.	226
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"> • Evaluate all requests for payment and maintains Registry of Budget Utilization (RBU) of all expenditures to ensure that disbursements are within the approved level; • Prepare and analyzes Monthly Budget Performance Report of various departments/offices to serve as a tool in the succeeding years' budget process; • Assist in the preparation of monthly report on subsidy and loan releases to ECs for management use; • Assist in the preparation of NEA's Corporate Operating Budget for approval of the Board and submission to the Department of Budget and Management; • Process budget requests of electric cooperatives (ECs) subsidy fund and loan request and recommends certification of availability of budget allocation; • Initiate recommendation for approval/disapproval on letters/memoranda concerning financial matters; • Maintain financial records/ledger for fund releases to each EC for monitoring & control; and • Perform other duties that may be assigned from time to time.

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Position Title	SUPERVISING ENGINEER A
Place of Assignment	Engineering Department (Disaster Risk Reduction and Management Department)
Item No.	309
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	Education : Bachelor's degree in engineering relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the evaluation of ECs annual submission of Vulnerability Risk Assessment Plans and Resiliency Compliance Plans • Undertake the collection of information and data from agencies like NDRRMC, PAGASA, PHILVOCS, and other related units of the government regarding impending disasters and ensuring the preparedness of the ECs • Handle the pre-positioning of resources and assets for disaster response activities and buffer stocking of ECs for disaster mitigation • Prepare the submission of status reports on damages and restoration from ECs affected by disasters and natural calamities and other similar reports as may be required • Conduct scenario-based pre-deployment meetings with ECs and other concerned government agencies; and • Perform other duties that may be assigned from time to time.

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Position Title	COMMUNITY RELATIONS OFFICER A
Place of Assignment	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
Item Nos.	371 and 372
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
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 with knowledge in oral and written communication
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects; • Promote economically sustainable (livelihood) programs for the consumers; coordinates with and establishes linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects; • Assist in the implementation of new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to the Organization of Member-Consumer-Owners (MCOs); • Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP), and other development programs and consumer services; • Prepare, evaluate and act on resolutions/queries/communication complaints; 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.