



January 06, 2021

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 **January 16, 2021**:

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	SENIOR INTERNAL CONTROL OFFICER B
Place of Assignment	Internal Audit and Quality Standards Management Office - Systems Audit and Quality Standards Division
Item Nos.	30 and 31
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"> • Conduct in-depth research through interviews and data gathering to determine NEA existing systems and procedures; • Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures; • Undertake analysis on the existing systems and procedures and makes necessary recommendations with internal controls; • Assist in the evaluation/review of the financial and economic aspects of procurement documents; <p style="text-align: right;"><i>Continue on 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)

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Duties and Responsibilities	<ul style="list-style-type: none">• Participate in the conduct of data gathering during the course of system and operations and compliance audit;• Assist in special investigation of on-going NEA operations and drafts audit report/working papers; and• Perform other duties that may be assigned from time to time.
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Position Title	SUPERVISING ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management and Guarantee Department – Accounts Management Division
Item No.	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 prepare 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)

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Position Title	ACCOUNTS MANAGEMENT ANALYST I
Place of Assignment	Accounts Management and Guarantee Department – Accounts Management Division
Item No.	253
Monthly Salary/ Salary Grade	Php20,754.00/SG 11
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required 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, examine and analyze financial data pertaining to electric cooperatives' loan application • Prepare/analyze periodic monitoring report on ECs compliances with loan terms and conditions, payment of power accounts and loans from other sources • Prepare non-complex financial projections and recommends appropriate financial operating levels for use in the evaluation of proposed loan application • Prepare status reports concerning the over-all performance of the ECs and propose appropriate measures for implementation • Prepare correspondences, memoranda and board agenda materials • 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.