



January 18, 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 28, 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 nehrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	CHIEF CORPORATE BUDGET OFFICER A
Place of Assignment	Finance Services Department – Financial Planning and Control Division
Item No.	220
Monthly Salary/ Salary Grade	Php57,805.00/SG 21
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 CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Recommend and develop new ideas and approaches affecting policy decision on budgeting and releases of operational funds; • Recommend approval of the availability of funds on in-house expenditures based on the approved corporate operating budget; • Oversee the preparation of the Annual Corporate Operating Budget for submission to the Board of Administrators and Department of Budget and Management; • Supervise and direct the preparation of short-term financial projections as required by different foreign institutions and other government agencies;

*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)

Duties and Responsibilities	<ul style="list-style-type: none"> • Institute a system of plan and control of the corporate funding program to achieve a synchronized and systematic flow of resources; • Direct the preparation and analysis of Statement of Financial Operations and other reports for submission to management, DOF, DBM and other external users; • Coordinate with ECs and concerned NEA departments/offices on the funding allocation for the rural electrification targets and commitments; • Supervise the conduct of budget hearing on the proposed budgetary requirements for in-house operation; • Supervise the preparation of Cash Flow Statements and Budget Utilization Reports; and • Perform other duties that 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 : 4 hours of Training relevant training Eligibility : RA1080 Preference : Preferably Registered 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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Position Title	PRINCIPAL ENGINEER C
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	327
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : RA1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Render evaluation of EC's proposed SEP/BLEP Subsidy funded projects based on submitted documents such as As-plan staking sheets, Bill of Materials (BOM), Construction Assembly Unit/s (CAUs), Budget Request and Board Resolution; • Prepare evaluation report of the EC's proposed projects (Memorandum), Disbursement Voucher (DVs), Budget Utilization Requests (BURs); • Conduct monitoring and validation through field inspection of on-going SEP/BLEP subsidy funded projects; • Conduct final inspection and acceptance (CFIA) of completed/energized SEP/BLEP subsidy funded projects in compliance on standards and specifications; and • Perform other duties that may be assigned from time to time.

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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 : Preferably Registered Electrical Engineer
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; • Assessment of progress of work and checking of compliance based on plans and specification; • Assessment of status of material allocation/delivery if necessary and recommend corrective/remedial action that may arise; • Conduct final inspection and acceptance of completed projects of NEA funded projects; and • Perform other duties that may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department
Item Nos.	418, 419, 420 and 421
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 : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare the pre-audit requirements such as the endorsement letter of the audit team, review of previous audit report, review the current technical operation of the Electric Cooperative particularly on the status of generation, transmission, distribution system; • Conduct initial performance assessment of the EC technical operation based on available technical data regularly submitted such as the MER, MFSR, AWP, DDP, PSPP, APP, CAPEX Plan and Annual Operations Report; • Conduct Performance Assessment and Technical Audit to verify the actual condition of the EC's technical operation in compliance with the provisions of the PDC, PGC, PEC and other related laws, rules that have impact in the operation of the distribution system; • Conduct the post-audit program such as the exit conference informing the EC on the initial findings and the way forward activities and the preparation of the final audit report; • Conduct special audit or fact-finding investigation; 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.