



January 28, 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 **February 07, 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	SUPERVISING ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management and Guarantee Department – Accounts Management Division
Item No.	245
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
Qualification Standards	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience* : 3 years of relevant experience</p> <p>Training : 16 hours of relevant training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably a CPA or a graduate of BS Accountancy/BS Accounting Management/BS Administration and Accountancy</p>
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; <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)

Duties and Responsibilities	<ul style="list-style-type: none">• 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.
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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item Nos.	392, 393, and 395
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 CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the preparation of audit program prior to the execution of audit work in the determination of the audit procedures to be adopted; • Assist in the conduct of comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommends controls to ensure fair presentation of financial statements, system reliability and data integrity; • Assist in the evaluation of EC's policies, regulatory compliances and management operating procedures with regards to the attainment of their specific objectives in the most effective and efficient manner; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel the result of audit and recommends remedial measures; • Assist in the preparation of detailed reports on audit findings/observations; • Evaluate EC's submitted explanations/justifications and action plans to audit findings to determine compliances and adherence to remedial measures recommended and to justify any adverse audit findings and observations; • Evaluate EC's submitted uncollectible accounts for write-off and recommends the approval of the results thereof; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; 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 - Electric Cooperative Operations and Systems Audit Division
Item Nos.	414 and 416
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 CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assess the soundness of existing internal control system, its implementation and recommendations improvement; • Monitor the implementation of NEA Audit recommendations and EC management action plan; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above management; • Assist in the Preparation of corresponding report on the activities conducted; • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC) Warehousing, Accounting and other EC operating systems; • Evaluate ECs submitted documents pertaining to uncollectable accounts for white-off and recommends appropriate amount of the result thereof; • Conduct evaluation and appraisal of the Salvage value of ECs non-performing assets and recommend the floor price assets of disposal; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item Nos.	385
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 : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct in-depth examination of the financial statements and related book of accounts and accounting records to evaluate existing accounting and internal control system of ECs and recommend remedial measures in case of establish weakness; • Determine compliance to NEA and EC Policies and guidelines and propriety of transactions and protects EC Assets in cases of fraud and irregularities; • Prepare audit and evaluation reports on audit findings for management's information; • Conduct exit conference; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item Nos.	388 and 389
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 : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare audit program prior to the execution of audit work in the determination of the audit procedures to be adopted; • Conduct comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommends controls to ensure fair presentation of financial statements, system reliability and data integrity; • Evaluate EC's policies, regulatory compliances and management operating procedures with regards to the attainment of their specific objectives in the most effective and efficient manner; • Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel the result of audit and recommends remedial measures; • Review and evaluate the conduct of audit, documents gathered and the report submitted by the Junior Auditor (EC Development Officer A); • Prepare detailed audit report; • Evaluate EC's submitted explanations/justifications and action plans to audit findings to determine compliances and adherence to remedial measures recommended and to justify any adverse audit findings and observations; • Evaluate EC's submitted uncollectible accounts for write-off and recommends the approval of the results thereof; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; 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.