



February 23, 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 **March 05, 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	CHIEF ELECTRIC COOPERATIVE ORGANIZATIONAL SERVICES
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item Nos.	131
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"> • Supervise the consolidation and evaluation of data and preparation of quarterly Compliance Report on EC Operation; • Prepare semi-annual report on NEA interventions and activities in the Rural Electrification Program; • Validate consistency of the evaluation reports on the financial, institutional, technical, and program implementation necessary for the completion of EC overall performance assessment;

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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"> • Supervise the conduct of researches on the latest trends and developments in the energy sector that will affect NEA and electric cooperatives' management and operations; • Formulate policies, procedures and guidelines relative to the performance assessment of electric cooperatives and other related concerns; • Prepare statutory and reportorial requirements, compliances and other related activities of the Department; • Supervise the monitoring of the timely submission of EC compliances to reportorial requirements; and • Perform other duties that may be assigned from time to time.
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Position Title	DRIVER-MECHANIC B
Place of Assignment	Engineering Department
Item No.	302
Monthly Salary/ Salary Grade	Php15,738.00/SG 07
Qualification Standards	Education : High school graduate or completion of relevant vocational/trade course Experience* : None Required Training : None Required Eligibility : Professional Driver's License (MC 11, s. 1996 – Cat. II) Preference : Driver's license with restrictions 1, 2 and 3
Duties and Responsibilities	<ul style="list-style-type: none"> • Drive NEA vehicles in conducting NEA officials and employees to and from place of designation; • Perform preventive maintenance measure of assigned vehicles; • Maintain cleanliness and roadworthiness of assigned vehicles; • Comply to all lawful orders of superior in the office; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Engineering Department – Technical Operations Division
Item No.	311
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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 and with knowledge on the EC's business
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the periodic evaluation and assessment of EC's technical operation in accordance to the performance standards set forth under R.A. 10531, RA 9136 including other NEA issuances such the Approved Workplan, Distribution Development Plan, CAPEX and OPEX Plans, and the Long -Term Development Plan (LTDP); • Provide technical assistance to the EC in the construction, operation and maintenance of the distribution lines, substations, transmission lines and the interconnection of power plants in compliance with the Philippine Distribution and Grid Codes (PDC/PGC), and the development of Multi-Year CAPEX Plan; • Review and evaluate EC's technical operational performance relative to system reliability, efficiency, operational safety, power quality and distribution grid capacity in compliance with the Philippine Distribution and Grid Codes (PDC/PGC) and other relevant electricity industry standards; • Evaluate the electric cooperatives Capex Projects for loan application with NEA or other financing institutions; • Monitor, review and prepare project status relative to capex and other modification and upgrading of the electric cooperatives distribution system; • Conduct final inspection and acceptance of completed projects; • Prepare technical documents to provide support and information for the NEA management during meetings or conferences where the presence of NEA is required; and • Perform other duties may be assigned from time to time.

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Position Title	INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	359
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 : Preferably with knowledge in Training Impact Assessment and Training Needs Analysis on CSC Learning and Development; With special skills on Operating System and communication
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinate with the concerned personnel for the facilitation and logistics of all training materials, manuals, certificates, and other important documents; • Provide complete staffwork, conduct training, prepare pre and post training evaluation and post training reports for proper documentation after conduct of training activities; • Compile needed information about the participants for the accomplishment report and documentation of training activities for proper outputs, database, and reference; • Provide assistance in the conduct of all meetings, fora, and consultative sessions; and • Perform other duties that may be assigned from time to time.

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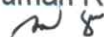
Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item Nos.	385
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	Education : Bachelor's degree relevant 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.