



April 07, 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 **April 17, 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	DIVISION MANAGER A
Place of Assignment	Corporate Planning Office – Strategic Planning Division
Item No.	42
Monthly Salary/ Salary Grade	Php83,406.00/SG 24
Qualification Standards	Education : Master's degree or Certificate in Leadership and Management from the CSC Experience* : 4 years of supervisory/management experience Training : 40 hours of supervisory/management learning and development interventions Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none">• Design and formulate the strategic and operational planning frameworks taking into consideration the critical issues and concerns confronting the organization for the effective management of the overall planning process;• Develop annual corporate scorecard metrics, targets and strategic initiatives and facilitates submission of the same to the oversight bodies including periodic reporting and assessment;• Organize strategic planning conferences/sessions and ensures that agency units prepare their respective scorecards are aligned to corporate strategic objectives; <p><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"> • Coordinate with Top Management in ensuring that the Agency's Quality Management System (QMS) is established, implemented, maintained and continually improved in accordance with the applicable ISO version; • Lead in communicating strategy and QMS-related materials and best practices; • Review reports on the performance of the QMS as basis for improvement and risk mitigation; and • Perform other duties that may be assigned from time to time.
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Position Title	DRIVER-MECHANIC B
Place of Assignment	Office of the Deputy Administrator for Corporate Resources and Financial Services
Item No.	178
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 10, s. 2013, Cat. IV) 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	CORPORATE ACCOUNTANT
Place of Assignment	Finance Services Department – Financial Services and Accounting Division
Item No.	210
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's degree in Commerce/Business Administration major in Accounting Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare journal entry vouchers (e-NGAS) for liquidation of cash advance to ECs (subsidy releases), disbursements for various payrolls and remittance of statutory deductions to various government agencies, collections and deposits and other necessary adjustments • Review disbursement vouchers, journal entry vouchers and supporting documents for proper classification, coding and journalization of transactions to ensure accurate recording in the books of original entry; • Summarize and consolidate monthly financial transactions necessary for the preparation of cash flow statement; • Prepare adjusting and correcting entries for discrepancies noted in the course of verification and review of books maintained; • Prepare financial reports, summaries and schedules required by the other government agencies and private creditors; • Prepare schedules and supporting documents for cash and extraordinary adjustments journal entry vouchers; and • Perform other duties that may be assigned from time to time.

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Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER A
Place of Assignment	Human Resources and Administration Department – Human Resource Management Division
Item No.	276
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the implementation of employees' welfare and benefit programs/activities of the agency; • Assist in the recruitment, selection and placement of employees; • Assist in the Performance Management of the Agency; • Coordinate various HR activities such as meetings, conduct of surveys, among others; • Compile and update employee records (e.g. 201 file, data information file) • Coordinate and network with other offices on HR-related concerns; • Facilitate support and assistance to employees on their requests and concerns; and • Perform other duties that may be assigned from time to time.

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Position Title	PRINCIPAL ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	315
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA1080 Preference : Preferably registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise all activities associated with the conduct of technical evaluation and recommendation of projects such as expansion and/or rehabilitation of power lines, HQ facilities, submarine cable, sitio electrification, barangay electrification and renewable energy projects of the electric cooperatives; • Provide assistance to ECs and other stakeholders in the preparation and/or evaluation of studies to see if projects are technically feasible, financially viable and institutionally sound for bankability and recommends choices of financing schemes; • Supervise/conduct actual inspection of EC's on-going electrification projects, to include final inspection and acceptance of completed subsidy funded projects; • Supervise/direct assessment of progress of work and projects compliance with the approved plans and specifications; • Prepare technical reports and evaluation on the status of EC's project development; and • Perform other duties that may be assigned from time to time.

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Position Title	DRIVER-MECHANIC B
Place of Assignment	Electric Cooperative Audit Department
Item No.	376
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 10, s. 2013, Cat. IV) 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	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department
Item Nos.	420
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"> • 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 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 review and assessment of Competitive Selection Process (CSP) for power supply procurement of Electric Cooperatives documents but not limited to Power Supply Agreement, Terms of Reference, and Power Supply Agreement; • Attend to procurement activities not limited to Pre-bid and Bid Conferences; • 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.