



April 15, 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 **April 25, 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](mailto:nehrad2020@gmail.com). Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

<b>Position Title</b>	<b>ATTORNEY III</b>
<b>Place of Assignment</b>	Legal Services Office (LSO)
<b>Item No.</b>	80
<b>Monthly Salary/ Salary Grade</b>	Php57,805.00/SG 21
<b>Qualification Standards</b>	<b>Education</b> : Bachelor of Laws <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Deputy Administrator/ LSO Department Manager in the effective enforcement and implementation of NEA Issuances, Orders, Decisions, Memoranda, Policies and other directives and initiate legal proceedings for violation of any rule or regulation pursuant to authority of NEA under R.A. 10531;</li> <li>• Review/evaluate/draft contracts and any related contract/agreement entered into by NEA/ECs; Render legal opinion, comment, review on EC board resolutions, letter-inquiries, memos subject for review/approval of the Department Manager; Provide legal assistance in all matters pertaining to NEA/EC concerns;</li> </ul> <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)

<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Attend court hearings including preparation of court pleadings on cases filed/pending with any administrative agency/quassi-judicial tribunal involving NEA/ECs; Conduct fact-finding investigation as necessary, studies, evaluations of cases/complaints/issues forwarded for appropriate legal action, including EC adverse audit findings, and prepare/submit report on the fact-finding investigation/s conducted, subject for review/approval of the Department Manager/Deputy Administrator;</li> <li>• Attend meeting, conference, seminar, planning, consultation meeting, deliberation and any other activity/event involving the NEA/ECs, as assigned; and</li> <li>• Perform other duties that may be assigned by the Administrator, Deputy Administrator and LSO Department Manager from time to time.</li> </ul>
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<b>Position Title</b>	<b>CHIEF ECONOMIST</b>
<b>Place of Assignment</b>	Corporate Planning Office (Regulatory Affairs Office)
<b>Item No.</b>	44
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably knowledgeable in Cost Components of EC Tariffs or Rate Structure not limited to Generation, Transmission, Systems Loss, Distribution/Supply/ Metering Charges and Financial and Cost Benefit Analysis
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Spearhead the research and analyzes statistical and technical reports, summarizing socio-economic data on of the electric cooperatives including evaluation of its effectiveness and efficiency with emphasis on the preparation of cost of service rate or tariff proposals and special studies;</li> <li>• Lead in the evaluation and interpretation of all statistical data/information, studies/reports including socio-economic variables/parameters relevant to the conduct of studies on rates, contingency plans, scenario and gap analyses;</li> <li>• Review reasonability, effectiveness and applicability of existing electricity tariff formula, caps, etc. on the operation of ECs;</li> <li>• Review, edit and evaluate studies, reports, office communications and other related documents;</li> <li>• Oversee the supervision of personnel, which includes work allocation, training, and problem resolution, evaluate performance and make recommendations for personnel actions;</li> <li>• Represent the division in corporate-wide committees and task forces with other executives from corporate staff and intra and inter agency units; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>PRINCIPAL ENGINEER A</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	115 and 116
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree in Engineering relevant to the job</p> <p><b>Experience*</b> : 4 years of relevant experience</p> <p><b>Training</b> : 24 hours of relevant training</p> <p><b>Eligibility</b> : RA1080</p> <p><b>Preference</b> : Preferably EE</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise/Undertake periodic evaluation and assessment of ECs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including SDP, SP, OIP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM);</li> <li>• Provide technical management assistance in the ECs construction, operation and maintenance of the distribution lines, substations, transmission lines and power plants in compliance with the distribution and grid codes, and in the application/development of Multi-Year CAPEX Plan;</li> <li>• Manage/conduct the rehabilitation of low performing ECs through hands-on management or take-over of operation as required;</li> <li>• Supervise/monitor/assist in the preparation and implementation of System Loss Reduction Program and related technical activities based on the approved Integrated Plan under the ICPM;</li> <li>• Initiate/lead creation of manpower and equipment pooling of Task Force for the needs of ECs in the Region/Inter-Regional requirements particularly during emergency situation;</li> <li>• Monitor/assess and provides management assistance in the operation of the problematic ECs for improvement and better operation;</li> <li>• Assist/coordinate the requests of the ECs on technical requirements and in the areas of promotion/facilitation of the program and project implementation with the concerned government/private agencies and other stakeholders; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>PRINCIPAL ENGINEER A</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	118
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : RA1080 <b>Preference</b> : Preferably EE
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Reevaluate/Revalidate the monitored major socio-economic and power market variables, related studies and research on their structural and functional relationship and uses the study to recommend policy input relative to load analysis, forecast and planning;</li> <li>• Validate the accurateness and completeness of the updated data on Wholesale Electricity Spot Market (WESM) and evaluates Bilateral Contract Quantity (BCQ) declarations of the ECs;</li> <li>• Supervise the analysis and evaluation of ECs' power supply proposals not limited to the Terms of Reference, draft power supply contract/agreement and existing bilateral contracts;</li> <li>• Review the evaluation of the ECs' power supply planning;</li> <li>• Lead the research and analysis of wholesale and retail energy trading and energy related policies;</li> <li>• Spearhead the research, analysis and application of econometric models of power suppliers for rate evaluation;</li> <li>• Supervise the monitoring and evaluating ECs' Island Development Plan or Power Supply Plan and Load Forecast and prepares consolidated reports as management tool and reference; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>CHIEF EC EXAMINER/DEVELOPMENT/ORGANIZATIONAL MANAGEMENT/SYSTEM MEMBERS SERVICES</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item Nos.</b>	131
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor’s degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise the consolidation and evaluation of data and preparation of quarterly Compliance Report on EC Operation;</li> <li>• Prepare semi-annual report on NEA interventions and activities in the Rural Electrification Program;</li> <li>• Validate consistency of the evaluation reports on the financial, institutional, technical, and program implementation necessary for the completion of EC overall performance assessment;</li> <li>• 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;</li> <li>• Formulate policies, procedures and guidelines relative to the performance assessment of electric cooperatives and other related concerns;</li> <li>• Prepare statutory and reportorial requirements, compliances and other related activities of the Department;</li> <li>• Supervise the monitoring of the timely submission of EC compliances to reportorial requirements; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>


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<b>Position Title</b>	<b>CORPORATE FINANCE SERVICES CHIEF</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item Nos.</b>	140 and 141
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor’s degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and recommend financial and risk management packages for electric cooperatives in distribution and supply of electricity business;</li> <li>• Supervise/conduct periodic assessment and provides recommendation of financial position and result of operation of distribution utilities and supply business of electric cooperatives in aid to financial decisions;</li> <li>• Supervise/assist the electric cooperatives in developing strategies in financial and risk management and performance standards to achieve long term viability;</li> <li>• Supervise/monitor EC’s adherence to financial guidelines set by NEA and compliance to approved Cash Operating Budget (COB) to achieve long term viability;</li> <li>• Monitor/assist EC’s adherence to financial guidelines and loan conditionalities, as they may be, set by NEA;</li> <li>• Assist ECs in financial regulatory compliances and reportorial requirements;</li> <li>• Assist ECs in the improvement of working fund management and short term debt servicing; and</li> <li>• Review/evaluate and recommend appropriate action/s on the granting of financial benefits/privileges of ECs officials and employees in accordance with NEA guidelines and promulgations; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	<b>ELECTRIC COOPERATIVE AUDIT DEPARTMENT</b>
<b>Item No.</b>	421
<b>Monthly Salary/ Salary Grade</b>	Php33,584.00/SG 16
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor and ensure Agency's compliances to safety and health standards;</li> <li>• Provide safety management and engage all employees in programs that ensure safety practices in the workplace;</li> <li>• Establish networking linkages with other agencies in connection to compliances and administrative requirements;</li> <li>• Provide administrative support to the Safety and Health Committee &amp; New Normal Management Team (NNMT)</li> <li>• Participate in the implementation of safety and health policies and practices based on approved procedures and requirements;</li> <li>• Participate in the periodic conduct of environmental, health and safety inspections and audits of the workplace;</li> <li>• Conduct investigation on work-related accidents and give necessary support/assistance to affected employee;</li> <li>• Maintain a database and partnership with health facilities and other government entities that can respond in case of emergencies such as accidents and injuries;</li> <li>• Ensure the availability and adequate stock of emergency supplies such as fire extinguishers, medical first aid kits, etc.</li> <li>• Research and prepare IEC materials on safety and health in the workplace for updates and information of the employees; and</li> <li>• Perform other duties that maybe assigned from time to time.</li> </ul>

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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.*