



April 21, 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 **May 01, 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 INTERNAL CONTROL OFFICER
Place of Assignment	Internal Audit and Quality Standards Management Office – Financial and Special Audit Division
Item No.	17
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
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"> • Supervise/participate in the audit of NEA financial reports/books of accounts and government subsidies/grants released to electric cooperative through NEA; • Review/verify audit reports and make sound analysis and assessment; • Develop/formulate effective financial and internal control measures to safeguard NEA assets from losses of any kind; • Formulate, plan and organize workplans and programs of the section relative to the audit of NEA financial reports/books of accounts and operations; <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">• Supervise/participate in the conduct of special/comprehensive audit, investigative works and other assignments;• Supervise the preparation of audit reports on audit undertaken and ensure that recommendations are properly implemented; and• Perform other duties that may be assigned from time to time.
------------------------------------	---

*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)

Position Title	SENIOR INTERNAL CONTROL OFFICER B
Place of Assignment	Internal Audit and Quality Standards Management Office – Financial and Special Audit Division
Item No.	22
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
Qualification Standards	<p>Education : Bachelor’s degree relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably CPA</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct financial and operations audit of NEA financial reports/books of accounts/operations and government subsidies/grants released to electric cooperatives through the NEA; • Prepare audit working paper analysis and reports of all accounts audited; • Conduct cash audit/examination of existing funds and management and financial audit whenever necessary; • Undertake research and studies required for safeguarding NEA assets and other properties; • Evaluate internal control systems and recommend systems of improving financial controls whenever necessary; and • Perform other duties that may be assigned from time to time.



*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)

Position Title	INTERNAL CONTROL OFFICER A
Place of Assignment	Internal Audit and Quality Standards Management Office – Financial and Special Audit Division
Item No.	23
Monthly Salary/ Salary Grade	Php25,232.00/SG 13
Qualification Standards	Education : Bachelor’s degree relevant to the job Experience : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of audit and gathers data needed and other related evidences necessary in the preparation of audit reports relative to the audit of NEA Financial Reports/books of accounts and government subsidies/grants to electric cooperative through the NEA; • Prepare audit working paper analysis of all accounts on the regular, comprehensive audit undertaken; • Assist in the preparation of draft audit reports based on audit findings/evidences and recommends internal control measures for evaluation; • Study/research data used to appraise the effectiveness of the system controls; and • Perform other duties that may be assigned from time to time.

*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)

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 Training : 4 hours of relevant training Eligibility : RA1080 Preference : Preferably 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.

*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)


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.