



May 11, 2021

NOTICE OF HIRING

All interested and qualified applicants to the vacant positions of the I-PURE Mindanao Project are enjoined to submit the following documents through the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **May 21, 2021**:

1. Application letter; **(please indicate position title)**
2. Personal data sheet with recent passport-sized picture (CS Form No. 212 revised 2017);
3. Copy of updated PRC ID; and
4. Transcript of Records

The employee engagement period is project-based until December 15, 2022.

ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.

Applicants may also send their applications thru our e-mail address neahrad2020@gmail.com.

Position Title	PROJECT MANAGER
Place of Assignment	National Electrification Administration
Monthly Salary/ Salary Grade	Php82,500.00
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience : 2 years supervisory and management experience; with at least 1 year of project management experience</p> <p>Training Eligibility : 40 hours of relevant training in renewable energy technology</p> <p>Preference : RA1080 : Preferably Registered Electrical Engineer with Master's Degree in Renewable Energy</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Responsible for carrying out the actions related to I-PURE Mindanao and ensure the timely implementation and proper execution of the project; • Supervise and coordinate all tasks and activities related to I-PURE Mindanao; • Supervise the implementation of all tasks/activities in accordance with the contract and ensure coordination with all beneficiaries during its implementation; • Responsible for the proper documentation and staffwork as required under I-PURE Mindanao; <p style="text-align: right;"><i>Continue on the next page</i></p>

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Review and evaluate all documents and information before submission to EU-ASEP; • Ensure the timely submission of required reports and other requirements to the DOE and other agencies; • Supervise the maintenance and updating of database and all related documents of the I-PURE Mindanao project (hard and softcopy); • Responsible in the proper turnover of all I-PURE Mindanao related documents to NEA; • Report regularly to the NEA I-PURE Mindanao Team on the status of the project and/or any eventualities that affects the implementation of I-PURE Mindanao Project; • Ensure the proper close-out of the project; and • Perform other duties that may be assigned from time to time. <p>Willing to travel to Mindanao, whenever necessary</p>
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Position Title	TECHNICAL SPECIALIST
Place of Assignment	Davao City-Based
Monthly Salary/ Salary Grade	Php41,250.00
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience : 6 months of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably registered Electrical Engineer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinate and monitor the proper implementation of all I-PURE Mindanao projects; • Consolidate and supply necessary documents and information required for the project; • Ensure the proper installation of all solar set-ups in all I-PURE Mindanao projects; • Conduct trainings, seminars and workshop, whenever necessary; • Conduct project monitoring and final inspection and acceptance; • Issue Certificate of Final Inspection and Acceptance of I-PURE Mindanao Projects; • Perform other duties that may be assigned from time to time.

Position Title	PROJECT SPECIALIST
Place of Assignment	Davao City-Based
Monthly Salary/ Salary Grade	Php41,250.00
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : 6 months of relevant experience Training : 4 hours of relevant training Eligibility : RA1080 Preference : Preferably registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinate and monitor the proper implementation of all I-PURE Mindanao projects; • Consolidate and supply necessary documents and information required for the project; • Responsible in ensuring the proper construction of distribution lines and the correct installation of kWhr meter, service drop and house wiring materials of all I-PURE Mindanao projects; • Conduct trainings, seminars and workshops, whenever necessary; • Conduct project monitoring and final inspection and acceptance; • Responsible for issuing Certificate of Final Inspection and Acceptance of I-PURE Mindanao Projects; and • Perform other duties that may be assigned from time to time.

Position Title	PROJECT ENGINEER
Place of Assignment	Davao City-Based
Monthly Salary/ Salary Grade	Php35,750.00
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : 6 months of relevant experience Training : 4 hours of relevant training Eligibility : RA1080 Preference : Preferably registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitor and coordinate the proper implementation of all I-PURE Mindanao project activities; • Responsible for obtaining, validating, consolidating, and supplying all documents and information required under I-PURE Mindanao; • Conduct trainings, seminars and workshops, if needed; • Conduct project monitoring and final inspection and acceptance; • Responsible for issuing Certificate of Final Inspection and Acceptance of I-PURE Mindanao Projects; and • Perform other duties that may be assigned from time to time.

Position Title	PROJECT OFFICER	
Place of Assignment	National Electrification Administration	
Monthly Salary/ Salary Grade	Php25,000.00	
Qualification Standards	Education	: Bachelor's degree in Engineering relevant to the job
	Eligibility Preference	: RA1080 : Preferably registered Electrical Engineer; 6 months of relevant experience with at least 4 hours of relevant training
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitor and coordinate all I-PURE Mindanao project activities ensuring proper implementation; • Responsible for obtaining, validating, consolidating, supplying all documents and information required under I-PURE Mindanao; • Conduct training seminars and workshop if needed; • Assist in the maintenance and updating of all all I-PURE Mindanao related documents (hard and softcopy); • Willing to travel in any parts of Mindanao to conduct project monitoring and final inspection and acceptance; • Responsible for issuing Certificate of Final Inspection and Acceptance of I-PURE Mindanao Projects; and • Perform other duties that may be assigned from time to time 	



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.