



May 27, 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 **June 06, 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	ATTORNEY III
Place of Assignment	Legal Services Office (LSO)
Item No.	80
Monthly Salary/ Salary Grade	Php57,805.00/SG 21
Qualification Standards	Education : Bachelor of Laws 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"> • 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; • 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; <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>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • 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; • Attend meeting, conference, seminar, planning, consultation meeting, deliberation and any other activity/event involving the NEA/ECs, as assigned; and • Perform other duties that may be assigned by the Administrator, Deputy Administrator and LSO Department Manager 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	SECRETARY A
Place of Assignment	Office of the Deputy Administrator for Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item No.	160
Monthly Salary/ Salary Grade	Php17,975.00/SG 9
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Sub-Professional/First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Perform variety of secretariat and administrative functions under the supervision of the Department Manager; • Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action; • Undertake systematic filing and control of office records; • Attend to visitors/callers of the office. Refers the officials to staff who can provide the information needed; • Place and receive phone calls; writes down messages for information/action; • Determine supplies needed by the office and initiates requisition of the same; 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	MANAGEMENT INFORMATION SYSTEMS DESIGN SPECIALIST B
Place of Assignment	Information Technology and Communication Services Department – Data Management and Program Control Division
Item No.	198
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience* : 2 years of relevant experience</p> <p>Training : 8 hours of relevant training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably with knowledge in financial and statistical analysis; Knowledgeable in database development and management; With good interpersonal communication, presentation skills and documentation</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitor and assess key financial and statistical indicators of Visayas and Mindanao ECs performance and effects inclusion in the Financial and Statistical Databank; • Evaluate reports and facilitate the updating and management of the Financial and Statistical databank for Visayas and Mindanao ECs; • Coordinate with NEA departments and ECs and implements various monitoring controls to ensure data consistency reliability, accuracy and completeness; • Conceptualize and prepare statistical and graphical analysis to reflect the status of EC operations; • Validate and consolidate historical key performance data/information and effects data banking and archiving in electronic and book form to preserve the gains of the RE program; • Conduct audit of data in the Financial and Statistical databank on a regular basis to ensure data integrity; • Process and generate reports and other information requirements for inputs into NEA and external agencies publications and reports; • Generate reports on periodic basis for management and other monitoring entities; • Develop and recommend enhanced data collection system based on current trends and technology; 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	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Institutional Development Department – Organization and Management Development Division
Item No.	345
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 : Preferably with in depth knowledge and experience on EC operation particularly on HR matters and other institutional concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate on EC’s resolutions, queries and communications received by the division; • Assist in the conduct of district election and resolution of election-related disputes; • Evaluate EC’s policies and procedures related to institutional development of ECs; • Evaluate problematic ECs and recommend corrective measures; • Harmonize the NEA-ECs’ institutional programs/projects; 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	COMMUNITY RELATIONS OFFICER A
Place of Assignment	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
Item No.	372
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
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 : Preferably with knowledge in oral and written communication
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects; • Promote economically sustainable (livelihood) programs for the consumers; coordinates with and establishes linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects; • Assist in the implementation of new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to the Organization of Member-Consumer-Owners (MCOs); • Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP), and other development programs and consumer services; • Prepare, evaluate and act on resolutions/queries/communication complaints; 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	CHIEF EC EXAMINER/DEVELOPMENT/ORGANIZATIONAL MANAGEMENT/SYSTEMS MEMBER SERVICES
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Operations and Systems Audit Division
Item Nos.	401
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"> • Plan and prepare the yearly workplan of the division; • Prepare and recommend the schedule of assignment and composition of audit team for approval of the Division Manager; • Conduct initial review of the Operations and Systems Audit Reports including all supporting documents and recommend revision, if any; • Conduct initial review of the Monitoring Report and recommend revision, if any; • Supervise and review the finalization of operation and system audit and monitoring reports; • Prepare accomplishment reports of the division; • Perform other duties that maybe 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.

Next-In-Rank employees should signify their interest by applying in writing otherwise they waive their rights to the vacant position/s.