



June 29, 2021

NOTICE OF VACANCY

All interested and qualified applicants to the vacant position/s 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 **July 09, 2021**:

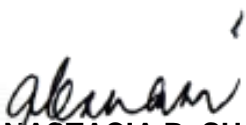
1. Application letter; **(please indicate position title)**
2. Personal data sheet with recent passport-sized picture (CS Form No. 212 revised 2017);
3. Copy of updated PRC ID; and
4. Transcript of Records

The employee engagement period is 18 months contract only, renewable every 6 months.

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 OFFICER (2)
Place of Assignment	Engineering Department
Monthly Salary/ Salary Grade	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Eligibility : RA1080 Preference : Preferably registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of technical evaluation of Budget Request for loan of the ECs related to their Capital Expenditure (CAPEX), Rural Electrification (RE) projects including rehabilitation projects due to force majeure e.g. typhoon, earth quake; • Assist in the evaluation of ECs' Board Resolutions pertaining to technical matters; • Assist in the preparation of periodic reports such as Power Market, Length of Distribution Line energized, Power Plant/Substation, Reliability, Power Quality, Power Supply and Philippine Grid and Distribution Codes; and • Perform other related duties as 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.