



July 14, 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 **July 24, 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	SENIOR INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources and Administration Department – Human Resources Management Division
Item No.	275
Monthly Salary/ Salary Grade	Php36,942.00/SG 17
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the formulation of HRMD policies and guidelines such as Recruitment, Selection and Placement (RSP), Performance Management (PM) and other HRMD functions; • Render assistance in the preparation and updating of organizational and functional structures, manpower complement and directory of officials; • Draft/prepare various correspondences to the governing bodies such as the CSC and HRMD’s clients; <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"> • Participate in the administrative and technical functions of the Human Resources Management Division (HRMD) such as the following: <ul style="list-style-type: none"> a) pre-screening of applicants b) preparation and submission of periodic reports to CSC, GCG, COA, DBM, etc. c) certifications, service records • Provide assistance to the Human Resource Merit Promotion and Selection Board (HRMPSB); • Participate in the maintenance and updating of the 201 files and HRIS database; • Participate in the annual competency assessment and HR-related surveys to all employees; • Act as Secretariat to various HR and NEA Committees such as Competency Framework Committee, HRMPSB, Restructuring, etc.; • Administer IQ tests to NEA applicants and clients/stakeholders and participate in its interpretation; and • 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.