



July 26, 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 **August 05, 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 or updated PRC ID (whichever is applicable); 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 ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department
Item No.	409
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct audit/fact-finding on the electric cooperatives' (EC) compliances to the procurement procedure based on RA No. 9184 (Government Funded Projects) RA 10531 (projects funded by Coop's internally generated fund) pursuant to NEA Memorandum No. 2017-019: "<i>revised procurement guidelines and simplified bidding procedures for electric cooperatives</i>"; • Determine and evaluate whether the purchases/procurements are necessary to the operation of the ECs relative to its approved CAPEX Projects, e-ICPM, Annual Procurement Plan, and Cash Operating Budget (COB); <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"> • Determine and check all bidding documents submitted to the EC during biddings whether it is in accordance with terms of reference (TOR), forms required, timeline of activities, and post qualification processes and that transparency has been observed; • Review all procurement contracts, including purchase order, delivery receipts, among others based on RA 9184 and RA 10531; • Conduct audit on other procurement processes of the EC like shopping, canvass or auction; • Conduct audit on EC institutional matters as provided under RA 10531 and other issuances and established guidelines, like district election, qualification and disqualification of BODs, AGMA, IEC, KPS and other EC mandated activities; • Ensure the ECs strict adherence to NEA issued guidelines on procurement and institutional matters and introduce new policies and procedures to be adopted by the EC relative thereto; • Collaborate with the audit team on procurement and institutional matters which are interrelated to the findings of financial and technical auditors and also ensure completeness of the audit documents on their findings; • Conduct an exit interview/conference together with the Audit team to discuss the audit findings and recommendations to the EC auditees; • Prepare the final report for presentation to the EC and NEA management; and • Perform other duties that maybe assigned from time to time.
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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.