



August 20, 2021

NOTICE OF VACANCY

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 **August 30, 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	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 IPURE Mindanao projects; • Consolidate and supply necessary documents and information required for the project; • Ensure the proper installation of all solar set-ups in all IPURE 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 IPURE 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	<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 IPURE 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 OFFICER
Place of Assignment	Davao City-Based
Monthly Salary/ Salary Grade	Php25,000.00
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably registered Electrical Engineer; 6 months of relevant experience with at least 4 hours of relevant training</p>
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.