



January 12, 2022

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 **January 22, 2022**:

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 and attached in the notice of vacancy);
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 neahrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	ATTORNEY IV
Place of Assignment	Office of the Deputy Administrator for Legal Services
Item No.	79
Monthly Salary/ Salary Grade	Php73,811.00/SG 23
Qualification Standards	<p>Education : Bachelor of Laws Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 (BAR) Preference : Familiarization of laws governing NEA/ECs</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Review and evaluate loan contracts, power supply agreements and other related contracts/agreements entered into by NEA and/or ECs; • Render legal opinion, comment, advise, review on EC board resolutions, letter-inquiries, memoranda and other correspondences for NEA and/or ECs, subject for approval of the immediate supervisor/Deputy Administrator; • Draft court pleadings on cases, position papers involving NEA/ECs filed/pending with any administrative agency or quasi-judicial tribunal, subject for review/approval of the immediate supervisor/Deputy Administrator; <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 to court hearings and represent the NEA; • Attend and participate in various legal forum, meetings such as consultation and committee meetings, House/Senate hearings/deliberations and any other activity/event involving NEA/ECs, as requested/assigned; • Participate in the conduct of fact-finding investigation, study, review and evaluation of cases/complaints/legal issues/reports, including EC adverse audit findings and provide reports/recommendations on fact-finding investigations conducted, subject for review/approval of the Deputy Administrator; • Draft decision/resolution/order/report and recommendation and attend hearings/deliberations on ADCOM cases; • Assist in ensuring EC's implementation and enforcement of NEA Orders/Decisions/Resolutions on cases involving EC officials/employees; • Render legal assistance to ECs on matters referred to NEA; • Participate in the supervision of the activities involving the Office which includes setting of plans/goals and to ensure the plans/goals set are effectively achieved according to the objectives/requirements of the Office; and • Performs other duties and responsibilities as may be assigned from time to time by the Department Manager/Deputy Administrator/Administrator.
---	--

*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	SENIOR RESEARCHER-ANALYST A
Place of Assignment	Institutional Development Department – Organization and Management Development Division
Item No.	347
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 particular on HR
Duties and Responsibilities	<ul style="list-style-type: none"> • Research issues and policies relative to EC development; • Analyze, evaluate and interpret data relative to EC development; • Recommend improvements, systems and procedure that will address the demands of the ECs; • Write special reports, position papers and articles relative to issues affecting ECs; • Opinion and position paper from ECs personnel, ECs consumer and other stakeholders; • Provide any other support to management assigned undertaking; 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)



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.