



February 10, 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 **February 20, 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 nehrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	SUPERVISING ECONOMIST
Place of Assignment	Corporate Planning Office - Strategic Planning Division (Regulatory Affairs Office)
Item No.	45
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
Qualification Standards	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience* : 3 years of relevant experience</p> <p>Training : 16 hours of relevant training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Knowledge in Cost Components of EC Tariffs or Rate Structure not limited to Generation, Transmission, Systems Loss, and Distribution/Supply/Metering Charges; Knowledge in Financial and Cost benefit Analysis</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare, process and check financial (cost of service - generation rate) and technical data, reports, briefs and related concerns that may be required of the Section either as internal reference or as compliance to the urgent requirements of NEA management and other concerned parties; <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)

Duties and Responsibilities	<ul style="list-style-type: none">• Validate and evaluate the ECs' submissions of their respective power supply proposals through the EVOSS system and checks the completeness of required documents submitted;• Prepare financial and technical studies, comments, position papers on proposed or amended directives or orders affecting ECs' power supply contracting;• Consolidate and analyze research or impact studies in aid of the preparation of reports, comments, position papers for completion and submission by the section;• Supervise in the general office administration; and• Perform other duties that may be assigned from time to time.
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Position Title	SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A
Place of Assignment	Institutional Development Department - Organization and Management Development Division
Item No.	344
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : With in-depth knowledge and experience on EC Operation particularly on HR matters, and other institutional Concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Set and enforce institutional and governance standards for the efficient operation of EC in accordance with Chapter 2, Section 5(L) of RA 10531; • Supervise the conduct of district Election and assist LSO in the resolution of protest/disputes arising from the conduct of D.E; • Validate EC compliance in accordance with RA10531 or the fit and proper rule of BODs particularly on Qualification and Disqualification; • Participate in the formulation of NEA Policies and/or recommends amendments and reviews existing policies; • Facilitate confirmation of the appointment of Board of Directors; • Facilitate designation/appointment if NEA Interim Representative/NEA Representative and PS/AGM/OIC; and • Perform other related function that may be assigned from time to time

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Position Title	RECORDS OFFICER C
Place of Assignment	Institutional Development Department - Organization and Management Development Division
Item No.	348
Monthly Salary/ Salary Grade	Php22,938.00/SG 12
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference :
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain systematic filling of records and pertinent documents of the Division • Update institutional data of electric cooperative such as: BOD Profile, GMs and OICs Profile and District Election Profile; • Supervise and controls the speedy dispatch of outgoing communications to different offices; • Monitor endorsement of incoming communications to proper persons for appropriate actions; • Attend to all recording of all inter-office referrals prior to issuance and regular prepares summary of such; and • Perform other related functions that may be 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.