



February 23, 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 **March 05, 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	CHIEF EC EXAMINER/DEVELOPMENT/ORGANIZATIONAL MANAGEMENT/SYSTEMS MEMBER SERVICES
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperatives Financial and Management Division
Item No.	378
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Accounting Graduate
Duties and Responsibilities	<ul style="list-style-type: none">• Initial review and recommend approval of Financial and Management Audit Report by the Division Manager;• Conduct financial and management audit of ECs and fact-finding investigation of complaint/s against EC's Management and Officials and if necessary recommends appropriate action against erring officials;• Prepare Audit Report for NEA Management and EC information and guidance; recommends appropriate action on audit findings; recommend amendments to EC policies to conform to the new energy sector environment <p><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	<p>including review and enhancement of existing operational systems and procedures of the ECs to ensure effectiveness and efficiency thereby reducing costs to the ECs;</p> <ul style="list-style-type: none"> • Review and recommend approval of evaluation report on EC Board and Management justifications/action plans on audit findings; • Supervise the finalization of audit/evaluation reports and review audit programs submitted by subordinate auditors; • Evaluate board and management justifications/action plans on audit findings/recommendations; and • Plan and prepare the yearly workplan of the section 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.