



March 03, 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 13, 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	SECRETARY A
Place of Assignment	Information Technology and Communication Services Department
Item No.	180
Monthly Salary/ Salary Grade	Php17,975.00/SG 9
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Sub-Professional/First Level Eligibility Preference : Preferably proficient in MS Office; Familiar in records management and administrative work; Possesses good communication and writing skills
Duties and Responsibilities	<ul style="list-style-type: none"> • Draft letters, memoranda, reports and other communication and correspondences; • Route and follow-up all incoming and outgoing communication, electronic mails/reports and other documents; • Establish and maintain effective filing system to facilitate storage and easy retrieval of documents; • Coordinate and calendar appointments and meetings; prepare agenda and handle the minutes of the meetings; • Handle incoming calls and makes official calls to communicate information and follow-up; <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">• Compile and keep up-to-date the lists of names, addresses and other contact details of stakeholders;• Handle the budgetary, administrative, supplies and logistic requirements of the Office of the Director; and• Perform other duties that may be assigned from time to time.
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Position Title	INDUSTRIAL RELATIONS DEVELOPMENT CHIEF
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	351
Monthly Salary/ Salary Grade	Php57,805.00/SG 21
Qualification Standards	Education : Bachelor's degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with knowledge on the Training Needs Analysis and Training Impact Assessment and on CSC Learning and Development; With specials skills on Operating System and Communication
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop plans, directs and supervises the personnel and activities of the Division pertaining to human resource development of NEA and Electric Cooperatives personnel; • Initiate policies, programs, systems & procedures necessary to optimize organizational and HR development contributions to the corporate objectives as well as to the needs of the electric distribution utilities; • Direct the conduct of periodic Training Needs Analysis (TNA) and skills inventory to identify and recommend programs to maximize job competencies and reconcile gaps for the NEA and Electric Cooperatives; • Submit annual training plan and budget for endorsement and approval of the Department Manager, Deputy Administrator and Administrator; • Plan the equitable distribution of work among subordinate and evaluate their performance; • Prepare and submit semestral/annual accomplishment report to the Department Manager for endorsement to the concerned department; and • Provide mentoring and coaching to help develop subordinate's knowledge, skills and attitude; and • Represent the department in meetings, conferences, for a relative to human resource development.; and • Perform other duties 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.