



April 11, 2022

NOTICE OF VACANCY


All interested and qualified applicants to the vacant position/s 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 **April 21, 2022**:

1. Application letter; (**please indicate position title**)
2. Personal data sheet with recent passport-sized picture (CS Form No. 212 revised 2017);
3. Transcript of Records

ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.

Applicants may also send their applications thru our e-mail address neahrad2020@gmail.com.

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| Position Title | PROJECT OFFICER |
| Place of Assignment | Corporate Communication and Social Marketing Office |
| Monthly Salary/ Salary Grade | Php25,000.00 |
| Qualification Standards | Education : Bachelor's degree relevant to the job Eligibility : None Required Preference : Proficient in Adobe Photoshop; Illustrator and similar editing applications; Good in written and oral communications; Knowledge in video editing application like Adobe Premier is a plus factor |
| Duties and Responsibilities | <ul style="list-style-type: none">• Create design services for the different promotional collaterals of the department;• Assist the Social Media Officer in the development of info graphics and cards for the official social media pages;• Assist in the preparation of audio-visual presentations; and• Perform other related duties as 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.