



May 04, 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 **May 14, 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.

Position Title	PROJECT OFFICER
Place of Assignment	Corporate Communication and Social Marketing Office
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree relevant to the job 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.

Position Title	PROJECT OFFICER
Place of Assignment	Office for Performance Assessment and Special Studies
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Accounting or other relevant college degree in Finance Preference : Preferably Certified Public Accountant or Financial Analyst
Duties and Responsibilities	<ul style="list-style-type: none"> • Ascertain and examine the completeness of financial assessment reports and financial data submitted by concerned departments; • Analyze and review the reports prepared by concerned departments/units such as, but not limited to EC cash General Fund, Profitability and Networth; • Prepare graph and narrative analysis of the financial performance of Electric Cooperatives (ECs); • Prepare draft memoranda, correspondences and relevant staff work; • Coordinate with other departments on the timely submission of ECs' assessment reports; • Assist the Office for Performance Assessment and Special Studies (OPASS) and the Committee on EC Overall Performance Assessment in the conduct of annual performance assessments; • Review and validate the financial data submitted by concerned departments and electric cooperatives; • Assist in the preparation of financial reports on the performance assessment of ECs; 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.