



May 31, 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 **June 10, 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	Corporate Communication and Social Marketing Office
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree relevant to the job Preference : Proficient in written and oral communications; Knowledge in photo/video editing.
Duties and Responsibilities	<ul style="list-style-type: none"> • Write and research on electrification related news for uploading in the NEA website; • Collaborate with Public Relations Officer and/or Sr. Public Relations Officer on articles for website uploading; • Utilize new trend in web uploading and initiates latest information dissemination and other media related campaign drive. Ensure data and written articles uploaded in the website are accurate and free from error; • Coordinate with the ECs on their request for data and articles from CCSMO and vice versa; • Prepare messages of the Administrator for ECs events/activities; • Facilitate the editing/production of audio visual presentation of various activities; and • Perform other duties that 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.