



February 21, 2023

NOTICE OF VACANCY

All interested applicants who meet the qualification requirements of the vacant position/s are enjoined to submit the following documents (in PDF file format) to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the **close of office hours on March 03, 2023**:

1. Application letter; (**please indicate position title and department/office**)
2. Updated Personal data sheet (CS Form No. 212 revised 2017)
 - All items should be answered properly and completely, in accordance with CSC MC No. 16 s. 2017 (<https://bit.ly/CSCMC16s2017>);
 - With recent passport-sized picture and signature on each page;
3. Copy of updated PRC ID (if applicable); and
4. Transcript of Records

All documents should be based on the forms provided by the HRMD. Forms may be downloaded in the NEA website. (https://bit.ly/App_Forms)

The employee engagement period is one (1) year contract, renewable every six (6) months.

Applicants may also send their applications thru our e-mail address **recruitment@nea.gov.ph**.

NOTE: ONLY APPLICATIONS RECEIVED UNTIL THE DEADLINE WITH COMPLETE AND CLEAR JOB APPLICATION REQUIREMENTS WILL BE ACCEPTED. THE ACCOMPLISHMENT OF ALL FORMS SUCH AS THE PERSONAL DATA SHEET AND WORK EXPERIENCE SHEET SHOULD BE IN ACCORDANCE WITH THE REQUIRED FORMAT.


Position Title	PROJECT OFFICER
Number of Vacant Position/s	4
Place of Assignment	Electric Cooperative Audit Department
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Accounting Experience : N/A Training : N/A Eligibility : Preferably CPA Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of EC's worthless consumer accounts receivable for writing-off; • Assist in the gathering of data for audit documentation; • Assist in the encoding of audit reports and the preparation of working papers and other supporting scheduled pertaining to all phases of audit work; • Assist the auditors in the inventory of materials and power bills, conduct of cash counts and monitoring audit requirements; and • Perform other related duties as may be assigned from time to time.

Position Title	PROJECT OFFICER
Number of Vacant Position/s	3
Place of Assignment	Total Electrification and Renewable Development Department
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : N/A Training : N/A Eligibility : RA1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of Technical/Financial evaluation of proposed ECs SEP/BLEP projects; • Assist in the conduct of field supervision and monitoring of on-going SEP/BLEP projects; • Evaluate, review, and validate reports submitted by the ECs; • Assist in the conduct of final inspection and acceptance of completed/energized SEP/BLEP projects; • Submit regular reports on the status of the project implemented; and • Perform other related duties as may be assigned from time to time.

Position Title	PROJECT OFFICER
Number of Vacant Position/s	3
Place of Assignment	Total Electrification and Renewable Development Department
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : N/A Training : N/A Eligibility : RA1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation, project monitoring and project close-out activities of approved GAA renewable energy projects; • Assist in the evaluation, project monitoring and project close-out activities of approved renewable energy projects from grants; • Assist in on-site project inspection and monitoring; • Assist in the evaluation and project monitoring of all renewable energy projects such as but not limited to embedded generation facilities and micro-grid projects; and • Perform other related duties as may be assigned from time to time.

Position Title	PROJECT OFFICER
Number of Vacant Position/s	1
Place of Assignment	Office for Performance Assessment and Special Studies
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : N/A Training : N/A Eligibility : RA1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Ascertain and examine the completeness of technical assessment reports and technical data submitted by the Engineering Department (ED); • Analyze and review the reports prepared by ED such as, but not limited to the system loss level and system reliability compliances; • Prepare graph and narrative analysis of the technical 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; and • Perform other related duties as may be assigned from time to time.

Position Title	PROJECT OFFICER
Number of Vacant Position/s	2
Place of Assignment	Human Resource and Administration Department
Monthly Salary	Php25,000.00
Qualification Standards	Education : Graduate of Public Administration/ any course related to Human Resources Management (HRM) and/or Behavioral Science Experience : N/A Training : N/A Eligibility : N/A Preference : Preferably proficient in written and oral communication and ICT skills
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide technical and administrative assistance in the Change Management Team for restructuring process; • Assist in the documentation and preparation of reports related to restructuring and personnel activities; • Assist in the records management and complete staff work requirements of regulatory agencies • Provide assistance in the Recruitment, Selection and Placement (RSP) of the Human Resource Management Division (HRMD); • Assist in the digitization of the 201 file and other administrative files; 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.