

WE ARE HIRING — ELECTRICAL ENGINEER

DEADLINE : 25 JUNE 2025

HRD-NOV-2025-118

Job Level 11, PhP 1,265.54/day
Fixed-based Employment

Qualification Standards

Education: Bachelor of Science in Electrical Engineering

Experience: Three (3) years diversified experience

Training: National Building Code requirements

Other Requirement: Preferably Professional Electrical Engineer, with experience in Autocad applications

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 25 JUNE 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses and contact numbers

PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable

6. Transcript of Records and/or Form 2316 (for High school graduates)

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

General Duties and Responsibilities

1. Conduct site inspection, actual site analysis to determine existing utilities, trees, topography, and site conditions, and the like affecting the design for each proposed project;
2. Planning/Coordinating/Identification/Assessment of the proposed/initial projects or programs for budgeting purposes and procurement. Preparation of initial POW/esitmates for cost derivation;
3. Prepares timely and accurate Detailed Engineering and Designs (DAED) for Electrical components, which includes but not limited to the following: Site Survey/Investigation, Design Plans, Technical Specifications, Quantity and Cost Estimates, Approved Budget for the Contract, Program of Work, Value Engineering Studies;
4. Reviews/ Reevaluates/ Reprograms detailed engineering and designs for electrical design according to the approved COB;
5. Provides technical support/assistance on Electrical design/works to other departments/units/committee in establishing the detailed engineering and design based on end-users requirement;

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law

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General Duties and Responsibilities

6. Processing, evaluation and assessment of the application for electrical works for Conditional Permits in accordance with the revised construction policy and guidelines within the JHRA. Conducts site inspection, prepares response letters, inspection report, conditional permit, order of payment, maintains logbook;

7. Processing, evaluation, assessment of the applications for electrical works for Permit to Bring-In materials for government infrastructure projects in accordance with the revised construction policy and guidelines within the JHRA;

8. Conducts site inspection, prepares response letters, inspection report, conditional permit, order of payment for electrical works;

9. Strict implementation of provisions of the NBC within the JHSEZ. Imposition of fees/ charges/ penalties as may deemed necessary. Issuance of Notice of Violations (NOV) for non-compliance;

10. Submits accurate and comprehensive reports (inspection reports) on electrical components in a timely manner.

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