

AGENCY: MUNICIPAL GOVERNMENT OF EL NIDO

Vacancies

September 25, 2017
Date

OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER

Position / Office	Salary Grade	Qualification Standards				
		Education	Work Experience	Training	Eligibility	Required Competencies
(1) Electrician <i>(Office of the Municipal Economic Enterprise Development Officer)</i>	4/1	High School Graduate or completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring)(-250 Volts) (MC 11, s. 96-Cat.III)	<p align="center">Required Competencies</p> <ul style="list-style-type: none"> • Ability to assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. • Ability to diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. • Ability to connect wires to circuit breakers, transformers, or other components. • Ability to inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. • Ability to direct and train workers to install, maintains, or repair electrical wiring, equipment, and fixtures.

						<ul style="list-style-type: none"> • Knowledge to follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes. • Knowledge to place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes. • Ability to provide assistance during emergencies by operating floodlights and generators, placing flares, and driving needed vehicles. • Ability to answer questions by being familiar with MEEDO ordinance. <p style="text-align: center;">Duties and Responsibilities</p> <ul style="list-style-type: none"> • Operates pumps, valves and other equipment to direct or regulate flow of water. (20%) • Perform maintenance and operation of generator set (20%) • Ensures proper preparation of calcium hypochlorite solution and its proper dosing. (15%) • Performs various record keeping and prepare special reports as required. (10%) • Performs preventive maintenance and repair works on plant equipment. (10%) • Maintains cleanliness and proper safekeeping practices in the plant premise. (10%) • Exercise and follows safe work procedures and safety precautions. (5%)
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						<ul style="list-style-type: none"> • Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. (5%) • Perform other duties that maybe assign by the MEEDO Officer and EE Manager. (5%)
(1) Engineer (Office of the Municipal Engineer)	12/1	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	<p style="text-align: center;">Required Competencies</p> <ul style="list-style-type: none"> • Exemplifying Integrity • Delivering Service Excellence • Speaking / Writing effectively • Solving problems and making decisions • Championing & Applying Innovation • Think Strategically <p style="text-align: center;">Duties and Responsibilities</p> <ul style="list-style-type: none"> • Conduct field survey and investigation of the proposed and or funded projects. (20%) • Assist in the preparation of the design plan and program of work. (40%) • Conduct supervision and monitoring of all infra projects being undertaken. (15%) • Assist in the preparation of monthly reports. (10%) • Assist in the processing and issuance of building permit and other ancillary permit. (10%) • Perform such other duties and function as maybe assigned to him/her from time to time. (5%)

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and send to address below not later than October 11, 2017. The Assessment process will start on October 12, 2017.

Documents:

- Resume or Personal Data Sheet (PDS) - revised 2017 which can be downloaded at www.csc.gov.ph
- School Transcript of Record
- Diploma
- Proof of Eligibility
- Certificate of Trainings or Seminars attended
- Certificate of Employment

Send to / Apply in Person:

**HUMAN RESOURCE
MANAGEMENT OFFICE**