

**NATIONAL IRRIGATION ADMINISTRATION
MIMAROPA REGION**

A N N O U N C E M E N T

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : **Division Manager A / SG24**

Item Nos. 9-99

Location : NIA Region 4-B
Engineering and Operation Division
Bayanan II, Calapan City, Oriental Mindoro

I. Minimum Qualification Requirements:

- Education** : Master's Degree or Certificate in Leadership and Management from the CSC
- Experience** : Four (4) years of supervisory/management experience
- Training** : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years
- Eligibility** : Career Service Professional/Second Level Eligibility

II. Duties & Responsibilities:

- Formulate short and long range plans and programs for the development of feasible irrigation and related water resources projects, construction/rehabilitation/ improvement of irrigation systems/projects; O&M of irrigation systems and utilization and repair of equipment.
- Plan and supervise the implementation of different activities relative to survey, design, construction/rehabilitation/improvement of irrigation systems/projects, IA development, O&M of irrigation systems and equipment management;
- Review technical, socio-economic, environmental and other necessary data needed for feasibility study; update plans, designs and specifications of irrigation projects approved for construction;
- Review budget, periodic reports, and other relevant documents;
- Oversee the management and control of project funds;
- Establish and maintain internal and external linkages beneficial to the agency and farmer clientele;
- Assist the Regional Manager in the management of the region;
- Perform other related functions.

III. Assessment Process:

1. Initial Assessment Steps
 - a. HR Pre-screening
 - b. Human Resource Merit Promotion and Selection Board (HRMPSB) screening
2. Further Assessment Steps
 - a. Work-related Written examinations
 - b. Panel interview
 - c. Other related tests, i.e., IQ Test/Personality Test, as deemed necessary

IV. Documentary Requirements:

- All interested qualified applicants shall submit the following to the Office of the Regional Irrigation Manager, Attn.: Administrative Section, NIA Regional Office IV-B, Bayanan II, Calapan City, Oriental Mindoro.
 - a. Letter of Application indicating the position applied for submission not later than the 15th working days from publication.
SEP 09 2020
 - b. Updated Personal Data Sheet;
 - c. Latest Performance Rating in the present position (if applicable)
 - d. Photocopy of Eligibility/Rating/License
 - e. Photocopy of Certificates of training/seminars attended.
 - f. Photocopy of TOR
 - g. Certificates of Employment from previous employment (if applicable)
 - h. Updated Service Record
- **Applicants who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation**

V. Other Relevant Information:

- Candidate/s found by the PSB to have met the minimum qualification requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

Date of Posting : AUG 18 2020 - AUG 27 2020
Date of Publication : AUG 17 2020


WILLIAM P. RAGODON
Regional Manager

LLL-
KCMH-A-
JUB-
SRL-