



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Senior Electrical Engineer - SG 22

(Under Job Order Status; To be assigned at the Presidential Project

Management Office, BatStateU -Central)

Education: Bachelor's degree in Electrical Engineering

Experience: At least four (4) years of relevant experience in construction and project management.

Competencies: Knowledgeable in AutoCAD, RA 9184, project planning, implementation, supervision, good interpersonal skills.

Training: 24 hours of relevant training

Eligibility: RA 1080

Salary Grade 22 – (466.47/hour)

Duties and Responsibilities:

- Reports directly to the Director of PrPMO;
- Communicate directly with the Director of PrPMO and management level staff on project matters;
- Checks and reviews consolidated project program of works before endorsement to BAC office, including detailed cost estimates;
- Conducts random onsite inspection to ensure project's compliance with design standards and specifications;
- Checks all working drawings of every project that will be implemented to see to it that they are complete in terms of Architectural, Structural, Plumbing, Mechanical, Electrical and other requirements of infrastructure projects of BatStateU;
- Develop tools and best practices for project management and execution;
- Provide detailed constructability reviews of project documents; make recommendations;
- Advise, consult lead and provide feedback on the development of construction procurement documents, including plans, construction phase consulting services, and General Engineering Consultant responsibilities;
- Participate in and/or lead project evaluation and consultant selection for applicable procurements;
- Assist in the development of project procurement documents for various delivery methods, including Design / Bid / Build Design / Build and other innovative project delivery methodologies;
- Review and monitor project work to ensure that progress is within expected guidelines and is completed on time within budget;
- Review and provide recommendations on potential Change Orders on projects and process per contractual requirements, providing detailed analysis of impacts to budget and schedule;
- Act as member of Technical Working Group (TWG) and participate in contractor evaluation, bid analysis reviews, and award recommendation;
- Manage project budgets in an effective, efficient manner;
- Perform any other job-related duties as assigned.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Dr. Irene H. Maralit, OIC Assistant Director of HRMO**, together with **updated resume, transcript of records, certificates of**

employment and trainings attended and other credentials at recruitment.central@g.batstate-u.edu.ph with the subject ATTN: Application for Senior Electrical Engineer. Submission of application is only from December 20, 2021 to December 29, 2021.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.