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**Bhutan Power Corporation Limited**  
Human Resources & Administration Department  
Thimphu : Bhutan



BPC/HRA/HR-01/2012/ 504

January 30, 2012

**INTERNAL NOTIFICATION**

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**SUBJECT: Internal Vacancy Announcement for Manager, Civil Design & Quality Control Division, Engineering Design and Contracts Department, Thimphu.**

We would like to announce the vacancy for the post of Manager, Civil Design and Quality Control Division, EDCD, Thimphu internally. The details of the post are as follows:

**I. Job Responsibilities**

1. Technical head of Civil Engineering Division reporting to General Manager, EDCD.
2. Design of transmission lines and substation structures. Finalize designs, drawings and technical specifications and BOQ for tendering and finalize tender documents jointly with head Electrical Engineering Division for Projects.
3. Review/revise the standard design and drawing for civil infrastructures.
4. Review of contractors' design, BOQ and drawings for projects.
5. Render technical and managerial supports in coordination with other Divisions.
6. Coordinate and review technical specifications of contract, estimates and vendors.
7. Ensure relevant usage of updated design software and standards.
8. Identify areas of innovative design for economical/environment friendly constructions.
9. Institute quality assurance and quality control mechanism in construction (project sites) under the Division.
10. Encourage team work and conducive work environment.

**II. Qualification**

1. Minimum of Bachelors Degree in Civil Engineering with experience in civil design of the transmission lines and substations (Masters Degree preferred)

**III. Grade**

A3 and above can apply (Posting will be in same grade held)

**IV. Experience**

1. Should have served in BPC for at least 7 years.
2. Experience in civil design of substation and transmission line using software.
3. Experience in civil estimation (BOQ)/costing and technical knowledge about design and standards.
4. Knowledge of budgeting, standard tendering and contracting procedures.
5. Should have managerial and analytical skills
6. Have good communication skills both in written and oral.





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**V. Nos. of vacant post**

1 post.

**VI. Place of Posting**

EDCD, Thimphu

**VII. Incentives**

Entitled for Position Specific Allowance (PSA) of Category II i.e 15% on basic salary and all other benefit as admissible as per the BPC SRR-2010.

Interested candidate should submit their application along with CV to the HRAD. The application form can be downloaded from the BPC website [www.bpc.bt](http://www.bpc.bt)

The last date for the submission of the application is on or before 4:00 pm February 14, 2012 (Tuesday). The shortlisted candidate shall be called for interview.

(Chhomo D. Rinchen)  
General Manager

Copy to:

1. All Heads of Wing/Services/Departments/Divisions
2. IT Division, BPC, Thimphu
3. All HR Focal Person for circulation

