



འབྲུག་གློག་མེ་ལས་འཛིན། Bhutan Power Corporation Limited

(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)

Registered Office, Thimphu
Human Resources & Corporate Services
Human Resources & Administration Department
Thimphu: Bhutan



BPC/HRA/HR-01/2020/ 999

June 24, 2020

INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to invite applications for the post of Substation Head, 400kV Malbase Substation, Substation Maintenance Division, Transmission Department, Transmission Services, Phuntsholing. The details of the post are as follows:

A. Job Responsibilities:

i. Administrative Responsibilities

1. Prepare and implement shift duty roster for the substation employees.
2. Maintain and verify employee benefits and claims.
3. Prepare and submit annual budget requirement of substation and its employees to the division office.
3. Ensure proper usage and settlement of allocated budget and expenses.
4. Regulate the movement and maintenance of vehicles allotted to the substation as per the BPC Fleet Management Policy- 2019.
5. Maintain cleanliness of substation, staff quarters and surrounding areas.

ii. Operational Responsibilities

1. Take JEMR of the substation at 12:30 hours on first day of the month as per the standard format and submit to TD, HO on the same day.
2. Ensure submission of daily reports to BPSO, TD, DHPS, etc. and upload to PDMS.
3. Prepare, maintain and submit monthly reports to division office on the 2nd day of the month for compilation and onward submission to TD, HO on or before 5th day of the month.
4. Identify abnormal substation equipment operating parameters and prepare maintenance plan in coordination with SMG.
5. Ensure proper implementation of SOP for work permit.
6. Ensure safety of self, operators and other personnel in the substation at all times.
7. Update and maintain health card of transformers and other major equipment as required.
8. Download the disturbance recordings from the relays and submit with the tripping report to division office, TCCD and BPSO within 24 hours or earlier after the tripping has occurred.
9. Coordinate with generating plants, ESDs/ESSDs, customers, etc. for any planned/emergency works/shutdowns for maintenance, construction, up-gradation and relocation.
10. Carry out maintenance of civil structures, mechanical installations, water supply systems, electricity connections and other machineries.
11. Strive to reduce station energy consumption by adopting energy efficient devices.

