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**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/HRAD/HR-01/2020 / 942

June 15, 2020

**INTERNAL VACANCY ANNOUNCEMENT**

HRAD is pleased to announce the post of Incharge, Power House, Khalangze, ESD, DCSD, Monggar, internally. The details of the post are as follows:

**I. Job Responsibilities**

1. Coordinate the Operation of the Power Plant 33/11kV Substation.
2. Prepare, Maintain and submit monthly report of power generation, tripping/shutdown roster, overtime records and other reports /information as necessary.
3. Prepare and implement duty roster for the Power House and substation employees.
4. Maintain Power House and substation employee duty register and leave records and submit to ESD.
5. Coordinate & conduct maintenance of Power House, control panel boards, its civil/ mechanical structures, water lines, electricity connections and other machineries.
6. Cooperate with other units under ESD, during any planned/ emergency works/shutdowns of the power house and substation for line and substation construction, maintenance, up-gradation and relocation.
7. Maintain proper records of all assets and inventories belonging to the power plant and substation.
8. Maintain cleanliness of power house, staff quarters and surrounding areas.
9. Prepare and submit annual budget requirement of power house and its employees to the ESD.
10. Report to Divisional Manager and any other Unit Head under ESD when required/asked.

**II. Qualification**

Minimum of Certificate in Electrical Engineering.

**III. Grade**

C1 and above can apply (Posting will be in the same grade).

**IV. Experience Requirement**

1. Should have good communication skills
2. Should have good internal/external public relationship
3. Should be physically fit
4. Should have good managerial skills and good field experience
5. Should have minimum of 5 years' experience in operation and maintenance of distribution system preferably in operation of Mini Micro Hydels.

**V. Place of Posting**

Power House, Khalangze, ESD, DCSD, Monggar

