



BPC/HRA/HR-01/2020/ 982

June 19, 2020

**INTERNAL VACANCY ANNOUNCEMENT**

HRAD is pleased to invite applications for the post of Incharge, Operation & Maintenance Unit, ESD, DCSD, DS, Thimphu. The details of the post are as follows:

**A. Job Responsibilities:**

1. Foresee overall functions of O&M Unit, foster team work and implement O&M activities of ESD as per O&M Manual
2. Plan and implement preventive maintenance of electrical equipment and machineries.
3. Plan and schedule inspection, review & maintenance program as per O&M Manual.
4. Analyze and repair electrical system & machinery to increase productivity and functionality.
5. Plan and strategize to meet the mission of BPC to "Provide affordable, adequate, reliable and quality power supply to the customers".
6. Provide better customer satisfaction by conducting timely maintenance and providing reliable and quality power supply to the customers.
7. Study and improve existing distribution network and propose for up gradation based on demand forecast.
8. Carryout analysis on distribution system losses and come up with measures to reduce improve system losses
9. Monitor quality of supply, frequency and power factor at various levels.
10. Carryout job planning and job briefing to the staff before execution of work so that the safety is maintained properly.
11. Ensure safety of staff and public through appropriate awareness program such as safety meetings, refresher training, workshop and through advertisement.
12. Monitor and ensure that safety is not compromised while carrying out any operation or maintenance works.
13. Coordinate with the Transmission substation during line fault to minimize downtime restoration.
14. Benchmark critical spares for day to day O&M works.
15. Attend to ad-hoc and emergency maintenance complaints.
16. Study and Implement best O&M practices in the division

**B. Qualification**

Minimum of Diploma in Electrical Engineering.

**C.i. Mandatory Requirement**

1. B2 or higher grade.
2. Should have at least 5 years of working experience in BPC.

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