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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/HRA/HR-01/2020/984

June 19, 2020

INTERNAL VACANCY ANNOUNCEMENT

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

A. Job Responsibilities:

1. Oversee overall functioning of Planning and Coordination Unit (PCU) under the Division.
2. Develop comprehensive Training Need Assessment (TNA) for continuous improvement of employee competency.
3. Compile, review & consolidate annual budget for the Division under the guidance of Chief Manager.
4. Focal person for the material procurement for the new works including purchase requisition.
5. Manage assets and inventories of the Division.
6. Manage data and submit it with the SPR to the Division/Department and to the higher authorities.
7. Work toward improving the reliability and quality of the power and improve the customer services;
8. Develop Team Appraisal System (TAS) targets for the Division in line with the corporate Strategic Plan (CSP) and continuously monitor for optimum achievement.
9. Compile & monitor TAS achievement and submit quarterly report to the Division; Monitor the progress of capital works of the Division ensuring that deadlines relating to completion/delivery are met and works taken up are in line with the Distribution Design & Construction Standards of BPC.
10. Plan, analyze and prepare investment plans for all the capital/plan works.
11. Focal person to plan, prepare and get the administrative approval and technical sanction from the Chief Manager.
12. Focal person to process all the statutory clearances and Right of Way (RoW) from Thromde, Dzongkhag and other relevant agencies (NEC, Forestry, Culture etc.).
13. Process and issue power and construction clearances after carrying out detailed feasibility study with the customers.
14. Responsible for all deposit related works.
15. Work in close consultation with the heads of other units under the Division, Departments and other external agencies;

B. Qualification

Minimum of Diploma in Electrical Engineering.

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