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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/ 979

June 19, 2020

**INTERNAL VACANCY ANNOUNCEMENT**

HRAD is pleased to invite applications for the post of Incharge, Wind Power Unit, Wangdiphodrang, Renewable Energy Division, Distribution Construction Department, Distribution Services. The details of the post are as follows:

**A. Job Responsibilities:**

1. Administrative and technical head of the unit reporting to the Manager, Renewable Energy Division.
2. Render technical support to the shift and O&M staffs at the plant.
3. Daily monitoring the status of the 2x300kW Wind Turbines both locally and remotely via the SCADA Gateway System.
4. Ensure both routine and ad-hoc maintenance is carried out on time to keep the plant healthy and online at all times.
5. Plan, purchase and keeping stock of mandatory spare parts at the plant for proper functioning of O&M works.
6. Generate and prepare the monthly energy generation report of the plant and submit to the relevant offices.
7. Submit monthly generation, machine availability and tripping reports to the Manager, RED.
8. Routine check and monitor communication and control system of the plant.
9. Routine check and maintenance of 415/11kV compact substation and its associated electrical equipment.
10. Maintain safe and conducive working environment inside the wind turbine and its surroundings.
11. Development of expertise in operation and maintenance of wind plants through experience at the plant.
12. Review and monitor performance and O&M of the 600kW wind power plant at Rubesa.
13. Ensure good working condition in the office and timely maintenance of O&M vehicle.
14. Report to Manager for any problems at the plant and rectification works.
15. Any other work assigned by the Manager

**B. Qualification**

Minimum of Diploma in Electrical/Mechanical Engineering.

