



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/ 980

19
June 18, 2020

INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to invite applications for the post of Manager, SUIT, Information & Communication Department, Strategy and Technology Services, Thimphu. The details of the post are as follows:

A. Job Responsibilities:

1. Plan, review and implement new developments and enhancement of all new business processes of the company in various SAP ERP/ISU modules.
2. Plan, review and integrate SAP ERP/ISU with the third party software and other mobile app integrations.
3. Support the functional leads of all SAP ERP/ISU modules in technical and business processes aspects.
4. Coordinate with all the departments in adoption of various business processes in SAP ERP/ISU system.
5. Render technical and functional supports/decisions related to SAP ERP/ISU system to all the departments to accomplish the departmental targets.
6. Focal person for all data and information related to all modules of SAP ERP/ISU system
7. Focal person of SAP ERP/ISU for BPC and coordinate with DHI and DHI owned companies in SAP Roadmap technologies and sustainability of the system.
8. Review and implement the up-gradation of the existing SAP ERP/ISU system in line with the SAP Roadmap technologies in coordination with Thimphu TechPark Limited.
9. Support train and coordinate all the end users of BPC for all SAP ERP/ISU modules.
10. Recognize, nurture and develop potentials and capacities of functional leads.
11. Support BPC management in adoption of Management Information Systems for all the reports from SAP ERP/ISU system.
12. Optimization and judicious usage of allocated budget, assets and inventories of Systems Utilization & Implementation Team.
13. Identify risks associated with the Systems Utilization & Implementation Team and incorporate effective contingency.
14. Responsible for all audit issues related to Systems Utilization & Implementation Team.
15. Ensure to keep the SAP ERP/ISU system up and running all the times.
16. Any other tasks assigned by GM, ICD.

B. Qualification

Minimum of Diploma in Engineering.



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C. i. Mandatory Requirement

1. B1 or higher grade.
2. Should have knowledge and experience in SAP ERP system.
3. Should have at least 5 years of working experience in BPC.

ii. Other Requirement

1. Should have good managerial and technical knowledge and capabilities.
2. Ability to foster teamwork.
3. Excellent verbal, written and presentation skills.

D. Place of Posting

SUIT, Information & Communication Department, Strategy and Technology Services, Thimphu

E. No. of vacant post: 1 post

F. Incentives:

Entitled for 15% of Position Specific Allowance (PSA) and Communication Allowance of Nu. 800 per month.

Interested candidates should submit their application to HRMD, HRAD. The application form can be downloaded from the BPC website www.bpc.bt. The required documents are mentioned in the job application form.

The last date for the submission of the application is on or before 5:00 pm, June 26 (Friday), 2020. The application submitted after that will not be accepted.


(Rinchen Wangdi)
General Manger