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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-01/2020/1493

August 6, 2020

INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to invite applications for the post of Sub-Divisional Managers for the following Electricity Services Sub-Divisions:

- i. ESSD, Pangbang, ESD, Zhemgang,
- ii. ESSD, Yadi, ESD, Mongar,
- iii. ESSD, Gyalpoizhing, ESD, Mongar,
- iv. ESSD, Tangmachu, ESD, Lhuntse,
- v. ESSD, Phobjikha, ESD, Wangdue Phodrang.

The details of the post are as follows:

A. Job Responsibilities but not limited to:

1. Overall administration of the Sub-Division, Units and Service Centers under ESSD.
2. Provide reliable and quality electricity supply to the customers within the jurisdiction of ESSD.
3. Maintain good customer relationship through efficient delivery of services.
4. Responsible for taking appropriate contingency measures to ensure reliable power supply in the Sub-Division at all times.
5. Monitor and manage the distribution asset of ESSD.
6. Monitor and ensure periodic maintenance of distribution assets in line with O&M manual.
7. Monitor and ensure timely meter reading and billing to the customers.
8. Improve collection efficiency through timely follow up with customers and disconnection of services to the defaulters.
9. Monitor the losses of ESSD and come up with strategies to reduce the losses wherever possible.
10. Ensure that there is no customers in the Sub-division with the dues more than 90 days.
11. Ensure that there are no accidents in the ESSD and create awareness on Safety Rules and all other relevant codes, act, policies, rules and other relevant rules and regulations.
12. Ensure proper management of stores and inventory in ESSD.
13. Ensure timely submission of data/information to Division/Head Office as and when required.
14. Represent BPC to the meeting with the local administration and to the external customers related to power supply and customer service.
15. Management of employees under ESSD.



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B. Qualification

Minimum of Diploma in Electrical Engineering.

C.i. Mandatory Requirement

1. B4 or higher grade.
2. Should have at least 5 years of working experience in BPC.

ii. Other Requirement

1. Should have good managerial and technical knowledge.
2. Ability to foster teamwork.
3. Good Communication Skills.
4. Should have knowledge on customer relationship management.

F. Incentives:

Entitled for 10% of Position Specific Allowance (PSA) and Communication Allowance of Nu. 500 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, August 14 (Friday), 2020. The application submitted after that will not be accepted.


(Rinchen Wangdi)
General Manger