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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.

