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Bhutan Power Corporation Limited
(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)
Registered Office, Thimphu
Human Resource & Corporate Services
Human Resource & Administration Department
Thimphu : Bhutan



BPC/HRA/HR-01/2020/1681

October 5, 2020

INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to announce the post of Sub-Division Manager, Transmission Maintenance Project Sub-Division Office, TCD, TS, BPC, Pinsa, Wangdue Phodrang. The Sub-Division Manager shall report to the Manager, Transmission Maintenance Project Office, TCD, TS, BPC, Lobesa, Wangdue.

I. Job Responsibilities

1. Responsible for O&M of 2 Nos. of Punatshangchhu I Transmission Lines from Puna I pothead yard, Wangdue to Thasa along with the associated infrastructures.

The details of the power infrastructure are as follows:

Sl#	Line Length (km)	Towers (Nos.)	Remarks
1)	Line 'A': 35.690 Line 'B': 38.326 Total: 74.016	Line 'A': 90 Line 'B': 112 Total: 202	Line A: Puna-I to Thasa Line B: Puna-I to Thasa

2. Carry out administrative functions to run the subdivision office smoothly.
3. Verify expenses and bills and ensure that expenses are incurred within the financial resources allocated to the subdivision office.
4. Verify TA/DA, leave and other claims of staff.
5. Coordinate and supervise line staff.
6. Prepare annual maintenance plans to carry out the R&M of transmission lines.
7. Carry out condition monitoring to ensure the reliability of lines.
8. Carry out breakdown and emergency maintenance to restore the lines into service as soon as possible.
9. Implement material management strategy to ensure that assets, T&P and spares are accounted properly and maintained in proper condition.
10. Prepare and submit monthly work done and other reports as required to the Project office for further compilation and submission to Head Office.
11. Carry out R&M of civil infrastructures including store shed.
12. Monitor and report progress of CWIP works, if any.
13. Implement SOP for linemen travel.
14. Assist Manager to achieve the TAS and compact targets where applicable.
15. Carry out any other works as per the requirement in the interest of the organization.
16. Any other assignments by the Department and the Management.

II. Qualification

Minimum of Diploma in Engineering.

