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(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)

Registered Office, Thimphu
Human Resources & Corporate Services
Thimphu: Bhutan



BPC/HRA/HR-01/2021/WFH2-14

January 6, 2020

INTERNAL VACANCY ANOUNCEMENT

HRAD is pleased to announce the post of the Project Manager, Gyalsung Project, Bondeyma, Mongar. The details of the post are as follows:

A. Job Responsibilities

Under the directives of the General Manager, DCD, BPC, Thimphu, the Project Manager shall be responsible for the following mandates.

1. Coordinate and oversee the functioning of the Gyalsung Project.
2. Build a dynamic Project Management Team by exhibiting effective leadership.

B. Specific task:

I. Pre Award Contract Management

- 1) Project formulation in coordination/consultation with the DCD Head office;
 - i. Project Planning, budgeting, project scheduling, etc.
 - ii. Preparation of technical specifications and tender purposed drawings in coordination with DCD/ERD.
 - iii. Preparation of tender documents, floating NIT, Bid evaluation, etc in coordination with DCD.
- 2) Liaise with the various government and non-governmental agency or public in general for clearance, right of way (ROW) and land acquisition if required.

II. Post Award Contract Management

1. Liaise with the consultants and contractors for the project in connection with the approval of the drawings, design and engineering.
2. Oversee survey and construction functions for proper implementation of the project/works.
3. Responsible for liaising/dealing with the contractors and relevant stakeholders on the progress of the project.
4. Coordinate with DCD/ERD regarding the timely approval of project drawings and specifications.
5. Monitoring and timely settlement of bills submitted by contractor, conduct progress review meeting with contractors and coordinate in Auditing of the project.
6. Monitoring and controlling of project tasks through proper allocation of resources for timely completion of the project.
7. Proper closing of the project with detail financial report and capitalization of the work.
8. Responsible for the completion of tasks/mandates of the project on schedule.
9. Ensure proper coordination with stores for material management during implementation of projects and final handing over of the structures to relevant Divisions for Operation & Maintenance.



III. Safety & Quality Control Management

Responsible for adoption of high quality and safety in the construction management practices using the state of art technologies and proper allocation of project resources.

IV. Environmental Concerns

Responsible for assigning the project tasks in strict compliance to the environmental rules and regulation of the country.

C. Qualification: Minimum of Diploma in Engineering

D. Mandatory Requirement

1. A3 or higher grade (Posting will be in the same grade held)
2. Should have at least 5 years of works experience in BPC

E. Other Requirement

1. Should have good technical knowledge.
2. Excellent Managerial and analytical skills.
3. Should be physically fit.
4. Preference will be given to people having project management experience.

F. Incentives

Entitled for Position Specific Allowance (PSA) as per PSA Policy 2020 and SRR 2016.

Interested candidate should mail the application to HRAD latest by 5:00 PM, January 29, 2021 (Friday) through email.

The application form can be downloaded from the BPC website www.bpc.bt


(Rinchen Wangdi)
General Manager