



འབྲུག་རྒྱུ་མེ་ལས་འཛིན།
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-01/2021/66

February 4, 2021

INTERNAL NOTIFICATION

HRAD is pleased to announce the post of Manager, Inventory & Planning Division, Procurement Services Department (PSD), Thimphu internally. The details of the post are as follows:

The Manager of Inventory & Planning Division shall be responsible to perform the following responsibilities:

- 1. Be responsible for the overall planning functions and strategic issues of PSD:**
 - 1.1 Recommend, implement and make revisions in the Procurement Rules and Regulations based on the needs of the Corporation.
 - 1.2 Develop and implement procedural guidelines for inspections of the materials to ensure that the materials procured are as per the technical standards as well as per the terms of the contract.
 - 1.3 Explore and establish sources of supply of all major items required by the organization.
 - 1.4 Research and analyze international industry trends to develop future business strategies in the procurement.
 - 1.5 Monitoring the implementation of TAS for PSD.
 - 1.6 Be responsible for the implementation of BPC Vendor Registration & Vendor Performance Management System (VPMS).
 - 1.7 Any strategic issues that are required to cope with market situation and changing environment.

- 2. Be responsible for the overall functions of Inventory Management as a head of Inventory Management Unit.**
 - 2.1 Liaise with relevant BPC units/divisions/departments on forward planning of supplies, delivery dates and any adjustments/modifications in consultation with the inventory unit.
 - 2.2 Be conversant with BPC Inventory Management including Warehouse and Distribution Management:
 - a) For planning and working out the optimize method of transportation such as to outsource or carry out in house transportation.
 - b) To carry out layout studies of the stores compound and to recommend the most optimum way of stacking materials to ensure a systematic method of storage and protection of the goods.
 - c) To develop and recommend warehouse procedures and practices to cover all aspects of products distribution and storage.
 - d) Follow up with suppliers for the timely supply and delivery of materials

- 3. Be responsible for the overall functions of human resources and finance of PSD as a head of Human Resources and Finance Unit.**
 - 3.1 Coordinate all the training needs for the staff under PSD.



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- 3.2 Coordinate the inspectors logistic with HRAD and arrange for the inspections in the Supplier's factory premises against the various contracts.
- 3.3 Preparation and Coordination of Budget for all PSD Divisions/Units.

B. Qualification

Diploma/Bachelors in Electrical Engineering

C. Grade

A3 and above can apply (Posting will be in the same grade)

D. Requirement

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

E. Place of Posting

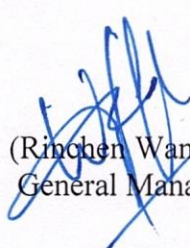
Procurement Services Department, Thimphu

F. Incentives

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

Interested candidate should submit the application to HRAD latest by 5:00 PM, February 12, 2021 (Friday).

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


(Rinchen Wangdi)
General Manager