

## क्ता पिर्श्चियासूँगाओ.जन्न.पहूर्या। विश्व

**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/

November 3, 2021

#### INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to announce the vacancy for the following positions:

- 1. Head, Motanga Substation, SMD, Deothang.
- 2. Head, Damji Substation, SMD, Semtokha.

### I. Job Responsibilities

#### A. Administrative Responsibilities

- 1. Prepare and implement shift duty roster as per the standard format for the substation employees.
- 2. Maintain and verify employee benefits and claims.
- 3. Prepare and submit annual budget requirement of substation and its employees to the division office.
- 4. Ensure proper usage and settlement of allocated budget and expenses.
- 5. Regulate the movement and maintenance of vehicles allotted to the substation as per the BPC Fleet Management Policy- 2019.
- 6. Maintain cleanliness of substation, staff quarters and surrounding areas.

#### **B.** Operational Responsibilities

- 7. Take JEMR of the substation at 12:30 hours on first day of the month as per the standard format and submit to TD HO on the same day.
- 8. Ensure submission of daily reports to BPSO, TD HO, DHPS, etc. and upload to PDMS.
- 9. Prepare, maintain and submit monthly reports to division office on the 2<sup>nd</sup> day of the month for compilation and onward submission to TD HO on or before 5<sup>th</sup> day of the month.
- 10. Identify abnormal substation equipment operating parameters and prepare maintenance plan in coordination with SMG.
- 11. Ensure proper implementation of SOP for work permit.
- 12. Ensure safety of self, operators and other personnel in the substation at all times.
- 13. Update and maintain health card of transformers and other major equipment as required.
- 14. Download the disturbance recordings from the relays and submit with the tripping report to division office, TCCD and BPSO within 24 hours or earlier after the tripping has occurred.
- 15. Coordinate with generating plants, ESDs/ESSDs, customers, etc. for any planned/emergency works/ shutdowns for maintenance, construction, up-gradation and relocation.
- 16. Carry out maintenance of civil structures, mechanical installations, water supply systems, electricity connections and other machineries.
- 17. Strive to reduce station energy consumption by adopting energy efficient devices.
- 18. Ensure relevant drawings and technical literatures of all equipment are readily available in the control room and are kept in a safe custody. Proper record of these items should be maintained.
- 19. Update the SLD of the substation as and when changes occur in the system.

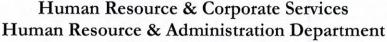
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## C. Asset and Spares Management

- 20. Maintain proper records of all assets and inventories belonging to the substation.
- 21. All the materials shall be stored properly with proper identification (bin card & asset code).
- 22. Ensure proper implementation of Inventory Management Manual/Strategy.
- 23. Ensure that all the spares required for maintenance are available.

#### D. Any other works

- 24. Assist Divisional Manager to achieve the TAS and Compact targets wherever applicable.
- 25. Carry out any other works as directed by the senior officers of the company in the interest of the corporation.

#### II. Qualification

Minimum of Diploma in Electrical Engineering.

#### III. Grade

B4 and above can apply. (Posting will be in the same grade).

#### IV. Experience Requirement

Minimum of 5 years experience for diploma holders and 3 years experience for degree holders in O&M of transmission line and transmission line construction project.

#### V. Incentives

Entitled for 10% Position Specific Allowance (PSA) and Communication Allowance as per PSA Policy and all other benefit as admissible as per the BPC SRR-2016

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

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

(Ringhen Wangdi) General Manager