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**Bhutan Power Corporation Limited**  
(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)  
Registered Office, Thimphu  
Human Resources & Corporate Services  
Human Resources & Administration Department  
Thimphu: Bhutan



BPC/HRA/HR-01/2022/LD-20

March 1, 2022

**INTERNAL VACANCY ANNOUNCEMENT**

HRAD is pleased to announce the post of Head, 66kV Dochhula Substation, SMD Semtokha under TD, TS, BPC

The details of the post are as follows:

**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 4 years experience for diploma holders and 2 years experience for degree holders in O&M of transmission line and/or transmission line construction project.

## V. Incentives

Entitled for Position Specific Allowance (PSA) of Category III i.e. 10% and communication allowance of Nu. 300 as per BPC SRR-2016.

Interested candidates should submit the application via email to Cheten Lhamo ([chetenlhamo@bpc.bt](mailto:chetenlhamo@bpc.bt)) form to HRAD latest by 5:00 PM, March 15, 2022.

The application form can be downloaded from the BPC website ([www.bpc.bt](http://www.bpc.bt)).

  
(Rinchen Wangdi)  
General Manager