



འབྲུག་སྤྱི་ལམ་ལས་འཛིན།
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-19

March 1, 2022

INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to announce the post of the Manager, Substation Maintenance Division, TD, Jigmeling. The details of the post are as follows:

A. Duties and Responsibilities:

1. Administrative and technical head of the office.
2. Preparation and revision of investment plan and annual budget for the division.
3. Ensure optimization and judicious use of allocated budget and other resources.
4. Prepare annual maintenance plan in co-ordination with TMDs and Gencos and submit to BPSO.
5. Explore and implement innovative ideas to utilize technology to automate certain O&M processes.
6. Implement relevant SoPs, guidelines, rules & regulation, codes etc. for efficient and reliable operation of the transmission system.
7. Responsible for operation and maintenance of substation as per O&M manual.
8. Carry out breakdown and emergency maintenance to restore the substation into service as soon as possible.
9. Responsible for R&M of other civil infrastructures.
10. Monitor and report progress of all O&M and CWIP works.
11. Monitor and ensure that relevant annual compact and TAS targets are achieved.
12. Render technical and managerial support to accomplish the objectives in the CSP.
13. Submit reports and data as required.
14. Implement the provisions of fleet management policy.
15. Implement material management strategy to ensure that assets, T&P and spares are accounted properly and maintained in proper condition.
16. Implement safety management system and ensure the safety of self, employees and public.
17. Co-ordinate and liaise with public and other agencies.
18. Monitor and evaluate the performance of all staffs in the division, substations and units under him/her.
19. Resolve any audit issues.
20. Carry out any other works as directed by the senior officers of the company in the interest of the corporation.



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B. Qualification

Minimum of Diploma in Electrical Engineering.

C. Grade

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

D. Experience

5 years and above either in O&M of transmission system or transmission construction project.

E. Selection criteria

- i. Should have good technical knowledge.
- ii. Excellent managerial and analytical skills.
- iii. Should be experienced in planning, budgeting, monitoring, evaluation, report writing and leadership skills.
- iv. Should be physically fit.

F. Incentives

Entitled for Position-Specific Allowance (PSA) of Category I i.e. 20% and Communication Allowance of Nu. 1000 per month.

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

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


(Rinchen Wangdi)
General Manager