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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-24

March 2, 2022

**INTERNAL VACANCY ANNOUNCEMENT**

HRAD is pleased to announce the post of the Vacancy Announcement for the post of Manager (Projects), Transmission Project Division Office, Gedu, Chukkha.

The details of the post are as follows:

**A. Job Responsibilities**

Manager (Projects) shall be responsible for management, construction and successful completion, testing, closure / capitalization and remedy any defects of the following:

1. Construction of 2 Nos of 80MVA, 220/33kV, 16 nos of 5MVA, 33kV GIS and all the associated works;
2. Construction of High voltage infrastructures and its associated works;
3. Construction of Data Houses and associated infrastructures;
4. Construction of 33kV D/C Distribution Lines; and
5. Any other works required to be carried out for successful completion of the project.

The Manager (Projects) shall report to Sr. Project Manager, Transmission Project Office, TCD, BPC, Changedaphu, Thimphu.

**I. Some of the duties are listed below:**

- a) Coordinate with concerned government/public organizations and/or public in general regarding any matters related to the project.
- b) Oversee construction functions for proper implementation of the works under the project office and provide functional support to Project Manager, TPO, TCD, BPC, Thimphu.
- c) Responsible for liaising /dealing with the contractors and relevant stakeholder on the progress of the works.
- d) Coordinate with TPO, Thimphu regarding the timely approval of project drawings and specifications.
- e) Monitoring and timely settlement of bills submitted by contractor in consultation with TPO, Thimphu.
- f) Coordinate with TPO, Thimphu in achieving the required target of the project.
- g) Submission of Project reports and coordinate and conduct monthly progress review meeting between office and contractors and coordinate in auditing of the project.
- h) Monitoring and controlling of projects tasks through proper allocation of resources for timely Completion of the project.
- i) Take up all the ROW and compensation matters efficiently.
- j) Preparation and submission of work completion report and capitalizing the assets upon completion.



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- k) Responsible for judicious use, operation and consumption of BPC assets in particular; vehicles, equipment, machine, real estate, etc.
  - l) Responsible for completion of task/mandates of the project on schedule.
  - m) Evaluate the performance of the staffs under project office as per Performance Management system (PMS)
  - n) Monitor the progress of the work in line with the PBIS and compact target of the project office.
  - o) Adhere to the policies, rules and regulations of BPC and the Nation.
  - p) Any other assignments given by the Department and the Management.

## **II. Safety and Quality Management**

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

## **III. Environment concerns**

Responsible for assigning the projects task n strict compliance to the environment rules and regulation of the country.

## **B. Qualification:** Minimum of Diploma in Engineering

## **C. Mandatory Requirement**

1. A3 or higher grade ( Posting will be on same grade held).
2. Should have at least 5 years of work experience in BPC.
3. Should have experience in project execution and relevant field

## **D. Other requirements**

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.

## **E. Nos of Vacant Post**

1 No.

## **F. Place of Posting**

Gedu, Chukkha



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**G. Incentives**

Entitled for Position-Specific Allowance (PSA) of Category I i.e. 20% and Communication Allowance of Nu. 1000 per month. The estimated value of the project is Nu. 1,400 million.

Interested candidates should submit the application via email to Cheten Lhamo ([chetenlhamo@bpc.bt](mailto: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](http://www.bpc.bt)).

*Wangdi R.*  
(Rinchen Wangdi)  
General Manager