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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-01/2022/690

May 9, 2022

INTERNAL VACANCY ANNOUNCEMENT

FOR
MUSEUM INCHARGE

Museum of Light, Jangsa, Paro

A Museum in charge is a person who works in a museum and is responsible for curating collections, exhibits and other artifacts that will be displayed at the museum. These professionals play a large role in how the museum's visitors experience the materials they see. The responsibilities include management of the collections and artifacts as well to coordinate the daily functioning of the Museum.

Responsibilities for Assistant Museum In charge

- Develop and organize new collections to expand and improve educational and research facilities
- Maintain proper asset/material/ inventory records and catalog acquisitions.
- Learn the contents of the Museum and also the Operation and maintenance of the Museum systems (IT app based systems)
- Collaborate with other institutions, and related companies, industries to update the content of the various sections of the museum
- Research, compile and prepare written catalogs/information /reports regarding the Museum. Update website regularly to announce displays, new attractions, etc
- Ensure the Museum collections are properly maintained & preserved

Technical Skills:

Must be familiar with all content based data and should have good knowledge regarding power Generation and Supply (transmission & distribution). Also must be well read in advanced technologies in the power sector.

Research Skills:

Museum In charge shall be responsible for learning as much about the collections as possible, and be able to convey that information on to the public. *Strong research skills* including both direct examination of the objects themselves, and extensive field research would be recommendable. Partnerships with institutes/companies/field experts and designers /scholars relevant with the content of the museum would also be advantageous.

Should have Excellent Written and Verbal Communication Skills

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Management Skills:

It involves, delegating, priority-setting, coordinating events, maintaining standards, and providing comprehensive information to visitors.

List of works involved are :

- a. Artifact Inventory System Management
- b. Collection & Exhibits Management
- c. Establish Collection Management Policies/SoPs
- d. Developing Procedures for up gradation/ replacement of artifacts
- e. Fundraising, promotional & educational Initiative
- f. Staff & Grounds (Utilities, facilities) Management
- g. Daily upkeep of the Museum

Qualifications & Requirements

Minimum Academic Qualification: Diploma in Engineering (Electrical/Civil/IT)

Additional Qualification/Experience preferred:

- Experience with databases and other applications
- Strong eye for detail and design instincts
- Resource management and people skills
- Excellent verbal and written communication skills (*Must be Proficient in Dzongkha - speaking & writing*)
- Able to organize, present and communicate messages effectively through design
- Office management and organizational skills

Grade

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

Interested candidates should submit the application form via e-mail to Cheten Lhamo (chetenlhamo@bpc.bt) HRAD latest by 5: 00 PM May 16, 2022

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


(Rinchen Wangdi)
General Manager