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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-01/2022/823

May 25, 2022

**INTERNAL VACANCY ANNOUNCEMENT**

HRAD is pleased to announce the post of Manager, Transmission Project Office, Tsirang

**Duties and Responsibilities:**

1. Administrative and technical Head of the Office.
2. Responsible for smooth operation and maintenance of HV transmission lines and associated infrastructure.
3. Render technical and managerial support/decisions to accomplish the objectives of the Department & Services.
4. Submit data and report to General Manager promptly as required.
5. Streamline the processes for the efficiency and reliability of the transmission system.
6. Evaluate the performance of the staff.
7. Planning, budgeting, monitoring, evaluation and report writing.
8. Coordinate and liaise with public and government agencies during the O&M.
9. Optimization and judicious usage of allocated budget and other resources.
10. Monitor ongoing works, if any.
11. Coordinate the plans and projects for implementation by BPC.
12. Should implement a high standard of safety management practices.
13. Strict compliance with the environmental rules and regulations of the country.
14. Responsible for judicious use, operation and consumption of BPC assets in particular; vehicles, equipment, machine, real estate, etc.
15. Adhere to the policies, rules and regulations of BPC and the Nation.
16. Coordinate and supervise line staff in the office.
17. Prepare annual maintenance plans to carry out the R&M transmission line.
18. Carry out condition monitoring to ensure the reliability of lines.
19. Carry out breakdown and emergency maintenance to restore the lines into service as soon as possible.
20. Implement the material management strategy to ensure that assets, T&P and spares are accounted for properly and maintained in proper condition.
21. Prepare and submit monthly work done and other reports as and for further compilation and submission to Head Office.
22. Carry out R&M of civil infrastructures including store shed.
23. Monitor and report the progress of CWIP works, if any.
24. Assist to achieve the TAS and compact targets where applicable.
25. Any other assignments by the Department Head/ Director and the Management.

2

