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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-01/2022/862

May 30, 2022

INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to announce the post of Manager, Safety & Quality Division, under HR&CS, HO.

The BPC SRR states that compromising Safety, Quality, standards and code of practices shall be treated as a violation of a major code of conduct. Since the time of corporatization, BPC has always placed great emphasis on ensuring the highest safety standards & executing works with high-quality standards.

Further, as BPC is now an ISO certified company for ISO 9001: 2015 (Quality), ISO 14001: 2015 (Environment) & ISO 18001: 2007 (OHSAS), ensuring compliance with Quality, Environment & Safety standards have now assumed a very critical role for the company to maintain its brand image and ensuring its sustainability for times ahead.

The main function of the SQD is to assess the Quality, Safety & Environmental aspects of all activities of Bhutan Power Corporation Limited (BPC). Towards this the SQD shall concentrate and focus to ensure that projects, works and activities are executed as per the Quality, Environment and Safety standards as enshrined in ISO 9001: 2015, ISO 14001: 2015 & ISO 18001: 2007. In the times to come and as the office of the Safety & Quality Division matures the office of the Safety and Quality is also expected to provide the required checks and balances in the day to day operations of the company.

The SQD with a clear cut long term road map shall also provide periodic feedback or recommendations to the BPC management to improve the quality of any business/activity of BPC.

The respective specific roles and responsibilities of the Safety & Quality Division are outlined below:

A. Quality

1. The SQD shall be headed by an official who shall report directly to the Director, HR & Corporate Services, BPC. Other members of the SQD shall report to the Head of SQD;
2. SQD members shall become the eyes and ears of the BPC Management and as such they shall maintain the integrity of the highest standard. SQD members shall ensure to keep their findings confidential and not to share their findings with any other unauthorized persons

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3. SQD shall conduct a quality audit of all the ongoing projects executed in BPC on a priority basis. SQD shall come out with concrete strategies for their plan of action;
4. Besides the projects, the SQD is also empowered to undertake auditing on quality aspects of activities of all services and its departments including but not limited to Transmission, Distribution, Procurement, HR, etc.
5. SQD shall draw up a calendar of events of what are the activities the members shall execute during the year. The Head of SQD must get the calendar of events approved by the Director, HR & CS;
6. SQD members must present their findings with recommendations to the Management once every four months. SQD must also release one report every four months;
7. As an important component of its responsibility SQD shall also frame the Standard Field Quality Plan and Checklist for the construction of transmission lines, substations, infrastructures and distribution lines;
8. In emergency cases, SQD members are authorized to present pressing issues to Chief Executive Officer or Management or concerned head as and when required;
9. The SQD shall study strategies or Quality Action Plans of other regional/international reputed organizations.
10. The SQD members are authorized to seek the support of other officials at the time of executing their actions;
11. The SQD members shall regularly make a site visit to conduct quality auditing with prior information to the concerned office or head of the department;
12. The SQD will also be involved in authenticating the genuineness of quality complaints against any works/projects of any department;
13. The SQD shall also institute a system of allowing SQD to issue certificates that qualifies a work as having the required quality standards;
14. The SQD will also be assigned with ad-hoc works by the Chief Executive Officer (CEO) as and when required.

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B. Safety

- 1 Ensure compliance with all the safety norms for the various field offices, divisions and BPC as a whole.
- 2 Ensure adherence to the health and safety rules and regulations as prescribed by the external regulators such as Bhutan Electricity Authority, Ministry of Labor and Human Resources as well as those of BPC itself.
- 3 Custodian of the safety rules and regulations of BPC.
- 4 Responsible for looking into issues such as misuse of energy, power theft cases, illegal tapings, accident cases and other issues as specified in the safety code norms and as per acts issued by the relevant authorities.
- 5 Work out all details of requirements from each Division/Project and shall be as per the streamlined procedure in line with Bhutan Electricity Act.
- 6 Responsible for all aspects related to Safety both for internal and external agencies.
- 7 Develop and maintain regulations, standards, codes, principles and procedures related to technical and safety issues specific to BPC.
- 8 Develop performance standards including the minimum technical and safety requirement for construction, operation and maintenance of generation, transmission and distribution facilities around the country.
- 9 Form of safety committee members and SICO shall be the member secretary of the Safety Committee.
- 10 Monitor safe work practices used in the power sector and advise Consumers/Industries in the context of energy safety and security, compliance and quality of electrical services to the consumers.
- 11 Mobilize inspectors/monitors in the regional / Division / Units / Projects for maintaining the code of conduct, monitoring compliance and quality of electrical services to the consumers.
- 12 Conduct investigations after the occurrence of any accident, injury or damage and attend to consumer grievances in line with the Bhutan Electricity Act.
- 13 Conduct and impart relevant safety awareness, and training/refresher courses to the designated Inspectors and service providers and also at the training centre whenever required.
- 14 Inspect for illegal connection and misutilization of power and impose any fines, sanctions or penalties for any breach of provisions as incorporated within the scope of the electricity act.
- 15 Conduct meetings with the Regional coordinators from time to time on safety issues.
- 16 Shall function and carry out the duties and responsibilities as defined in the Safety code 2008 and Labour and Employment Act of Bhutan 2007 (Chapter IX) and to advise the Management on any related matter.

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C. ISO

1. Conduct ISO awareness amongst the BPC employees from time to time as per the terms of reference (ToR) defined and agreed with the external Certification Body.
2. Conduct the management review meetings related to ISO as scheduled.
3. Build a professional team of dedicated ISO certified auditors for the sustenance of ISO in BPC.
4. Organize and conduct internal ISO auditing of BPC as scheduled and scoped in the Integrated Management Systems (IMS).
5. Liaise and conduct the surveillance ISO audits of BPC as required by the external ISO auditors.
6. Raise non-conformity reports (NCRs) to concern BPC offices and ensure the timely closure of the NCRs for the continued certification of BPC as an ISO certified company.
7. Explore other areas of ISO certification in the fields of asset management (ISO 55000), workplace safety (ISO-45001-occupational-health-and-safety), etc.
8. Prepare and float the Tender documents for procuring the Certification agency/body to continue to maintain the ISO certification of BPC.

A. Qualification

Minimum of Diploma in Engineering.

B. Grade

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

C. Experience

Minimum of 5 years experience in BPC.

D. 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.

E. Nos of Vacant Post

1 Post

F. Place of Posting

SQD, Head Office

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G. Incentives

Entitled for Position-Specific Allowance of 15% and communication allowance of Nu. 800/- per month.

Interested candidates should submit the application form via e-mail to Cheten Lhamo (chetenlhamo@bpc.bt) HRAD latest by 5: 00 PM on June 13, 2022

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


(Rinchen Wangdi)
General Manager