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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-01/2022/661

May 6, 2022

INTERNAL VACANCY ANNOUNCEMENT

HRAD is pleased to announce the post of the following Sub Divisional Manager

1. *TLMSD Nganglam, TMD Nangkor*
2. *TLMSD Phuntshothang, TMD Nangkor*
3. *TLMSD Kanglung, TMD Gyelpozhing*
4. *TLMSD Yurmoo, TMD Tingtibi*

Duties and Responsibilities:

1. Carry out administrative functions to run the subdivision office smoothly.
2. Verify expenses and bills and ensure that expenses are incurred within the financial resources allocated to the subdivision office.
3. Verify TA/DA, leave and other claims of staff in the subdivision office.
4. Coordinate and supervise line staff in the subdivision office.
5. Prepare annual maintenance plans to carry out the R&M of the 132/400kV Transmission line.
6. Carry out condition monitoring to ensure the reliability of lines.
7. Carry out breakdown and emergency maintenance to restore the lines into service as soon as possible.
8. Implement the material management strategy to ensure that assets, T&P and spares are accounted for properly and maintained in proper condition.
9. Prepare and submit monthly work done and other reports as required to the division office for further compilation and submission to head office.
10. Carry out R&M of civil infrastructures including store shed.
11. Monitor and report the progress of CWIP works if any.
12. Implement SOP for line staff travel.
13. Assist Divisional Manager to achieve the TAS and compact targets where applicable.
14. Carry out any other works as directed by the senior officers of the company in the interest of the corporation.

A. Qualification

Minimum of Diploma in Electrical Engineering.

B. Grade

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

C. Experience Requirement

Minimum of 5 years experience for diploma holders and 3 years experience for degree holders in O&M of transmission line and transmission line construction projects.

