

**Internal Vacancy Announcement**

Support Services Division is pleased to announce the post of Substation Head, Semtokha under TOMS, Semtokha, TOMD, TD.

Under the directives of the Manager of the Transmission Operation & Maintenance Section, Semtokha, the Head shall be responsible for the following:

**A. Duties and Responsibilities:**

**I. Administrative Responsibilities**

1. Prepare and implement shift duty roster for the substation employees.
2. Maintain and verify employee benefits and claims.
3. Prepare and submit the annual budget requirement of the substation and its employees to the section office.
4. Ensure proper usage and settlement of allocated budget and expenses. Strive to reduce overtime expenses for shift duty staff.
5. Regulate the movement and maintenance of vehicles allotted to the substation as per the BPC Fleet Management Policy- 2019.
6. Operate and maintain guest houses and their revenue/expense accounts as per directives, wherever applicable.
7. Maintain cleanliness of substation, staff quarters, and surrounding areas.

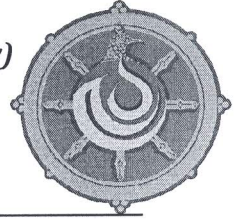
**II. Operational Responsibilities**

1. Take the JEMR of the substation at 12:30 hours on the first day of the month as per the standard format and submit it to TOMD, HO on the same day.
2. Ensure submission of daily reports to BPSO, TOMD, DoE, etc., and upload to PDMS.
3. Prepare, maintain, and submit monthly reports to the section office on the 2<sup>nd</sup> day of the month for compilation and onward submission to TOMD, HO on or before the 5<sup>th</sup> day of the month.
4. Identify abnormal substation equipment operating parameters and prepare a maintenance plan in coordination with TOMU.
5. Ensure proper implementation of SOP for a work permit.
6. Ensure the safety of self, operators, and other personnel in the substation at all times.
7. Update and maintain the health card of transformers and other major equipment as required.
8. Update tripping details in the online monitoring system. Analyze the root cause of such tripping and propose rectification to TCC/TOMU to minimize outages from the substation end.
9. Download the disturbance recordings from the relays and submit the tripping report to the section office, TCC, and BPSO within 24 hours or earlier after the tripping has occurred.

10. Coordinate with generating plants, ESDs/ESSDs, customers, etc. for any

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planned/emergency works/shutdowns for maintenance, construction, up-gradation, and relocation.

11. Carry out maintenance of civil structures, mechanical installations, water supply systems, electricity connections, and other machinery within the substation.
12. Strive to reduce station energy consumption by adopting energy-efficient devices.
13. Ensure relevant drawings and technical literature of all equipment are readily available in the control room and are kept in safe custody. A proper record of these items should be maintained.
14. Update the SLD of the substation as and when changes occur in the system.

### **III. Asset and Spares Management**

1. Maintain proper records of all assets and inventories belonging to the substation.
2. All the materials shall be stored properly with proper identification (bin card & asset code).
3. Ensure proper implementation of inventory Management Manual/Strategy.
4. Ensure that all the spares required for maintenance are available.

### **IV. Any Other Works**

1. Assist Manager, TOMS to achieve the TAS and Compact targets wherever applicable.
2. Carry out any other works as directed by the senior officers of the company in the interest of the corporation.

### **B. Jurisdiction :**

The Head shall be responsible for the operation and maintenance of Semtokha, Changedaphu, Haa, Olakha, and Dechenchholing Substations.

### **C. Qualification**

Masters/Bachelors/Diploma in Electrical Engineering

### **D. Grade Required**

B2 and above

### **E. Experience**

10 years for a Diploma and 5 Years for a Degree and above.

### **F. Knowledge, Skills, and Ability Criteria**

- i. Should have good managerial and technical knowledge and capabilities.
- ii. Should have good communication skills.
- iii. Should have good knowledge of Microsoft Excel.
- iv. Ability to foster teamwork.

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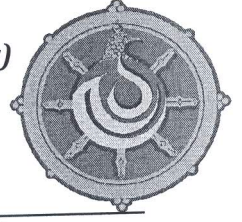


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**Bhutan Power Corporation Limited**  
(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)

**Registered Office, Thimphu**  
**Support Services Division**  
**Human Resources Management Section**  
**Thimphu: Bhutan**



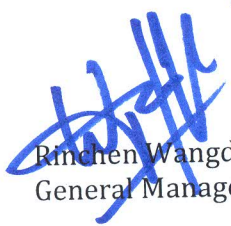
**G. Incentives**

Entitled to Position-Specific Allowance (PSA) of Category II i.e. 15% and communication allowance of Nu. 800 per month.

*Note: The allowance may change depending on the Clean Wage Report.*

Interested candidates should apply via email to Rinzin Dorji (rinzindorji@bpc.bt) latest by 5:00 PM, 15<sup>th</sup> May 2023 (Monday).

The application form can be downloaded from the BPC website ([www.bpc.bt](http://www.bpc.bt)).

  
Rinchen Wangdi  
General Manager