



Internal Vacancy Announcement

Support Services Division is pleased to announce the vacancy for the post of Heads of Transmission Operation & Maintenance Unit (TOMU), Dagapela under TOMS, Tsirang.

Under the directives of the Manager of TOMS, Tsirang, the Unit Head shall be responsible for the following:

A. Duties and Responsibilities:

1. Carry out administrative functions to run the unit office smoothly.
2. Verify expenses and bills and ensure that expenses are incurred within the financial resources allocated to the unit office.
3. Verify TA/DA, leave and other claims of staff in the unit office.
4. Coordinate and supervise maintenance staff in the unit office.
5. Prepare Annual Maintenance Plans (AMPs) to carry out the R&M of all transmission lines and substations in their jurisdiction.
6. Carry out condition monitoring to ensure the reliability of transmission lines and substations.
7. Carry out breakdown and emergency maintenance to restore the transmission lines and substation equipment into service as soon as possible.
8. Obtain and provide data for Asset Performance Management (APM).
9. Implement the material management strategy to ensure that assets, T&P and spares are accounted for properly and maintained in good condition.
10. Prepare and submit monthly work done and other reports as required to the section office for further compilation and submission to head office.
11. Carry out R&M of civil infrastructures in coordination with the Civil Maintenance Group (CMG) under the section office.
12. Monitor and report the progress of CWIP works carried out by the section office if any.
13. Assist the Manager, TOMS 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.

B. Qualification

Masters/Bachelors/Diploma in Electrical Engineering

C. Grade

B2 and above can apply

D. Experience

10 years for a Diploma and 5 years for a bachelor's and above.

