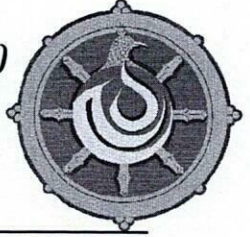


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Bhutan Power Corporation Limited
(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)

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



BPC/SSD/HRMS-22/2023/1886

August 3, 2023

Internal Vacancy Announcement

Support Services Division is pleased to announce the post of Project Manager (Substation) at Norbugang Industrial Park(NIP), Samtse. The details of the post are as follows:

1. Under the directives of the Senior Project Manager, C&PD, the Project Manager shall be responsible for the following mandates.
 - a. Coordinate and oversee the works for the Construction, Supply, Erection, Testing & Commissioning of 400/220/66/33 kV Indoor GIS.
 - b. Coordinate and oversee the substation Civil works and other associates' civil works with NIP
 - c. Any additional task entrusted by Senior Project Manager.

A. Duties and Responsibilities:

I. Pre-Award Contract Management

1. Project formulation in coordination/consultation with the NIP Project office and stakeholders;
 - i. Project Planning, budgeting, project scheduling, etc.
 - ii. Assist E&RD in the preparation of technical specifications and tender purposed drawings.
 - iii. Assist CMS in the preparation of tender documents for floating NIT, Bid evaluation, etc.

II. Post Award Contract Management

1. Oversee survey and construction functions for proper implementation of the project/works.
2. Responsible for liaising/dealing with the contractors and relevant stakeholders on the progress of the project.
3. Coordinate with E&RD regarding the timely approval of project drawings and specifications.
4. Monitoring and timely settlement of bills submitted by the contractor, conducting progress review meetings with contractors and coordinating in Auditing of the projects/works.
5. Project management & controlling project tasks through proper allocation of resources for timely completion of the project.
6. Proper closing of the project with a detailed financial report and capitalization of the work.
7. Responsible for the completion of tasks/mandates of the project on schedule.
8. Ensure proper coordination with stores for material management during the

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