## ्रा ।तर्चिंगार्स्याञ्जाजनाः पह्निथा। ज्ञा ।पर्चिंगार्स्स्याच्या

BPC

### 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 Phone: +975-2-325095; P.O. Box-580; e-mail: ssd@bpc.bt; Web: www.bpc.bt

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Support Services Division
Human Resources Management Section

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implementation of projects and final handing over of the structures to relevant Divisions/Sections for Operation & Maintenance.



Responsible for the adoption of high quality and safety in the construction management practices using the state of art technologies and proper allocation of project resources.

#### IV. Environment concerns

Responsible for assigning the project tasks in strict compliance with the environmental rules and regulations of the country.

#### B. Qualification

Bachelor/Master's Degree in Electrical Engineering from a recognized University.

#### C. Grade

Minimum A3 (Posting will be in the same grade)

#### D. Experience

Must have served a minimum of eight (8) years in BPC including 18 months of study leave.

## E. Knowledge, Skills, and Ability Criteria

- i. Should have good technical knowledge.
- ii. Excellent Managerial and analytical skills.
- iii. Should be physically fit.
- iv. Should be conversant with construction & company rules and regulations.
- v. Preference will be given to people having project management experience.

#### F. Incentives

Entitled to Position-Specific Allowance (PSA) of Category I i.e. 20% and communication allowance of Nu. 1,000 per month.

Interested candidates should apply via email to Deki Yuden (dekiyuden2013@bpc.bt) latest by 5:00 PM, August 11, 2023.

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

Rinchen Wangdi General Manager

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