

**Internal Vacancy for Manager, Cat I Electricity Services Division**

Support Services Division is pleased to announce the post of **Manager, Electricity Services Division, Trashigang (Category I)**. The details of the post are as follows:

The Manager shall report to the General Manager, Distribution & Customer Services Division. The Managers shall be responsible for the administration and control of the ESD office and provide electricity-related services to the customers.

**I. Duties and Responsibilities:**

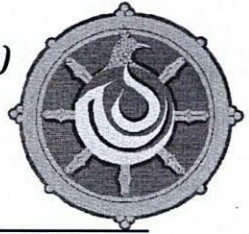
- 1) Responsible for the overall administration and control of the ESD.
- 2) Provide affordable, reliable, adequate, and quality power supply to the customers.
- 3) Formulate yearly preventive maintenance plan of ESD and ensure a smooth implementation for reliability improvement.
- 4) Operate and maintain distribution network assets and systems.
- 5) Safeguard and optimize the usage of resources (viz., human capital, network assets, civil infrastructure, vehicles, etc.) of the company in the delivery of services to customers to achieve the company's objective of economic viability and sustainability in compliance with the established company and statutory rules and regulations.
- 6) Formulate and implement 5-year network asset reinforcement, augmentation, and expansion plans and the annual budget thereof in response to strategic plans of the company and anticipated electricity load growth/forecast of the area/region under jurisdiction.
- 7) Undertake accurate and timely metering, billing, collection, and accounting of electricity imports from Transmission substations and sales to customers following established company guidelines and technical standards.
- 8) Ensure collection efficiency through timely disconnection of services to the defaulters.
- 9) Implement distribution network automation, digitization, and other innovation projects formulated by the Distribution Department/DCSD to enhance reliability, quality, and safety of electricity supply to customers.
- 10) Represent as focal person of ESD, BPC in the Dzongkhag and with relevant external stakeholders of the company.
- 11) Maintain good customer relationships through efficient and reliable delivery of power supply.
- 12) Provide adequate public awareness on electrical safety awareness to communicate and educate the general public in both urban and rural areas for the safe utilization of electric energy to mitigate/eliminate electricity safety incidents.
- 13) Undertake ad-hoc and emergency distribution network augmentation and expansion works as and when such works arise in coordination with Construction Division.
- 14) Prepare annual plans and budgets, implement it as reflected in team appraisal system (TAS) targets.
- 15) Responsible for optimizing the cost and maximizing profit for the ESD
- 16) Actively engage with all relevant internal stakeholders (at all times) to meet the

# ལྷོ། །འབྲུག་གློག་མེ་ལས་འཛིན།།



**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**



company's articulated objectives/targets, customers' needs, and regulatory compliance.

- 17) Ensure periodic maintenance of distribution lines & substations as per the O&M manual.
- 18) Monitor the losses and come up with strategies to reduce them wherever possible.
- 19) Responsible for timely submission of data/information to the head office or to external agencies as and when required.
- 20) Ensure proper management of stores & inventory in coordination with the Procurement Division.
- 21) Comply with the Electricity Act, Safety Code, Safety rules, and all other relevant codes, acts, policies, rules, and regulations of the company and country.
- 22) Responsible for Division Level Safety & ISO Committee, Waste Management Committee, and Chairman for quarter allotment.
- 23) Provide power clearance/sanction to the customers as per the standards and guidelines.
- 24) Handle customer complaints as per the manuals/standards.
- 25) Any other works assigned by the GM-DCSD, Director-DD, CEO, and Management.

## **II. Qualification**

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

## **III. Grade**

A3 and above (Posting will be in the same grade)

## **IV. Experience**

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

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

- a) Good technical knowledge in the operation and maintenance of electrical systems.
- b) Excellent leadership skills and must be able to guide and lead a team
- c) Excellent managerial capabilities
- d) Excellent analytical, problem solving and decision-making skills
- e) Should be well versed in all BPC documents like CSP, SRR, BVRR, BHP, BWP, and other related SOPs
- f) Very good communication and writing skills

## **VI. Placement**

The manager shall be placed in ESD, Trqashigang.

## **VII. Incentives**

Entitled to Position-Specific Allowance (PSA) of Category I i.e. 20% and communication

Phone: +975-2-325095; P.O. Box-580; e-mail: [ssd@bpc.bt](mailto:ssd@bpc.bt); Web: [www.bpc.bt](http://www.bpc.bt)

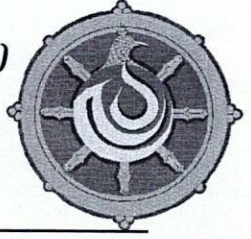
2

༄༅། །འབྲུག་གླིང་མི་ལས་འཛིན།།



**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**



---

allowance of Nu. 1,000 per month.

Interested candidates should submit the application via email to **Thinley Dema** ([thinleydema@bpc.bt](mailto:thinleydema@bpc.bt)) HRAD latest by 5:00 PM, August 25, 2023 ( Friday).

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

  
Rinchen Wangdi  
General Manager