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Bhutan Power Corporation Limited
(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)
Registered Office, Thimphu
Corporate Services Department
Support Services Division
Thimphu: Bhutan



22/SSD/HRMS/2024/2791

12th September 2024

Internal Vacancy for Manager, CMS, Begana

SSD is pleased to announce the internal vacancy for the post of Manager, Central Maintenance Section, Begana. The details of the post are as follows:

The Manager, CMS-Begana shall report to the General Manager, Engineering & Research Division. The Manager shall be responsible for all the functions of the divisions and the following are the specific responsibilities:

I. Duties and Responsibilities:

1. Repair and maintenance of all distribution transformers under BPC (both onsite and at the CMS workshop).
2. Procurement and stocking of spares for distribution transformer repair.
3. Routine mechanical repair and maintenance of machines at the CMS workshop.
4. Preparation of investment plans and budgeting for the office.
5. Logbook recording and record dissemination to stakeholders.
6. Coordinating with ESDs for any emergency work or maintenance work to be carried out for the transformers.
7. Carry out any study and execute works related to CMS as directed.
8. Strategize actions/work plans to achieve the targets set and to make optimum usage of resources.
9. Responsible for any audit issues pertaining to the office.
10. Responsible for ensuring timely submission of data/information to ERD and other relevant offices as and when required.
11. Responsible for achieving TAS targets for the office.
12. Responsible for the preparation of the annual budget.
13. Any other tasks assigned by the GM-ERD, CEO and Management

II. Qualification

Diploma/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 a minimum of Eight (8) years for a bachelor/master's and Fifteen (15) years for a diploma in BPC including 18 months of study leave.



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V. Knowledge, Skills and Ability Criteria

- a. Excellent technical knowledge in the maintenance of transformers.
- 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. Very good communication and writing skills

VI. Incentives

Entitled for communication allowance of Nu. 1,000/- per month.

Interested candidates should apply via email to Deki Yuden (dekiyuden2013@bpc.bt) by 5:00 PM, 20th September 2024 (Friday).

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

Rinchen Wangdi
General Manager