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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
Human Resource Management Section
Thimphu: Bhutan



22/BPC/SSD/HRMS/2024/ 3453

December 30, 2024

Internal Vacancy for the position of Manager, Environment, GIS & Survey Section

The Support Services Division, Corporate Services Department is pleased to announce the internal vacancy for the post of **Manager, Environment, GIS & Survey Section, Construction Division, Construction and Procurement Department**. The details of the post are as follows:

- I. The Manager shall report to the General Manager of the Construction Division, Construction and Procurement Department. BPC, Thimphu
- II. The Manager shall be responsible for all the functions of the section and the following are the specific responsibilities:

With general guidance, oversees the planning, direction, and coordination of impact assessments, monitoring, evaluations, and investigations to ensure compliance with environmental laws and regulations for all BPC projects. Manages and implements soil and groundwater contamination clean-up projects and acts as a technical resource and advisor to all BPC departments on various environmental compliance matters.

I. Duties and Responsibilities:

1. Monitors and oversees the operations of various transmission and distribution line systems to ensure compliance with pertinent environmental guidelines and regulations and/or under orders from regulatory agencies.
2. Conducts and/or oversees the conduct of environmental assessment studies and site screening assessments for all land and property acquisitions, leases, or purchases, and makes appropriate recommendations in the best interest of the government and the community.
3. Projects, compiles, develops and oversees assigned program budgets, implements and administers budget; projects and forecasts funds needed and available for staffing, consulting, equipment, materials, and supplies, monitors approved budget and actual expenditures, recommending adjustments as necessary.
4. Participates in the appointment of personnel; provides or coordinates staff training and coaching; conducts performance evaluations in a timely and effective manner; implements performance development plans for staff; maintains staff quality and encourages high-performance standards necessary for the efficient and professional operation of the Division.

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5. Provides technical and specialized support to the Construction Division regarding critical environmental and social issues viz. toxics, hazardous materials, and critical ecological resources related to development proposals; reviews Environmental Clearance Applications, proposed site development plans, toxic remediation plans; approves and/or modifies proposals to meet environmental requirements; advises and consults with developers/consultants regarding compliance issues and concerns.
6. Provides technical and specialized support to various BPC departments/divisions/sections/units regarding environmental compliance issues; represents corporate BPC and affected departments/divisions/sections/units to pertinent regulatory agencies, commissions, interested parties; collects, monitors, and analyzes data; documents findings; and prepares technical reports and recommendations.
7. Performs legislative review and advocacy activities on various environmental and compliance issues as assigned; analyzes impacts, prepares position statements and/or back-up documentation, and makes recommendations whenever required.
8. Represents BPC and its departments to outside agencies and organizations; participates in community and professional groups and committees; acts as a technical and professional resource providing support and assistance reflective of the BPC's concerns and interests.
9. Researches and prepares a variety of highly technical and administrative reports; prepares written correspondence on more sensitive issues; prepares reports and presentations for the BPC management.
10. Builds and maintains positive working relationships with co-workers and the public using principles of positive customer service and communication skills.
11. Perform survey of all transmission lines of BPC, either for new construction or for re-alignment
12. Execute any other task assigned by the General Manager, Director and the Management.

Distinguishing Characteristics:

This is a one-position classification performing technical functions. An incumbent in this job class shall plan, develop, direct, and manage programs and projects to ensure compliance with a variety of environmental guidelines, laws and regulations. This job class requires extensive and in-depth knowledge of environmental protection issues and the national and local laws, regulations, and guidelines that govern them. This job class also requires a strong technical and scientific background to analyze and interpret pertinent data and documentation as well as to communicate with specialized consultants and governmental/enforcement agencies.



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I. Qualification

- a. Minimum of Bachelor's Degree from a recognized institute.

II. Grade

- a. A3 and above (posting will be in the same grade)

III. Experience

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

IV. Knowledge, Skill and Abilities criteria

1. Knowledge of principles and practices of environmental protection services and related issues.
2. Knowledge of standard and accepted pollution treatment and control processes for air, water, solid waste, toxic waste, and hazardous materials.
3. Knowledge of standard and accepted budgeting, tendering and contracting procedures and techniques.
4. Knowledge of standard and accepted principles and practices of supervision, training and personnel management.
5. Knowledge of applicable computer hardware and software equipment and its uses.
6. Knowledge of standard and accepted public health and safety procedures, guidelines, and OHS regulations.
7. Ability to organize, direct and implement a comprehensive monitoring and reporting program related to a variety of environmental compliance issues.
8. Ability to continuously analyze budget and technical reports; interpret and evaluate staff reports, laws, regulations and guidelines; observe performance and evaluate staff and outside contractors/consultants; problem-solve technical, operational, and administrative situations/issues; and explain and interpret policy.
9. Ability to prepare, administer, and monitor an assigned budget.
10. Ability to manage a team of professional and technical staff and consultants in a respectful, effective, and positive manner.
11. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and recommend/implement effective solutions in support of stated goals and objectives.
12. Ability to communicate effectively, persuasively, and tactfully in both oral and written forms.
13. Ability to gain cooperation and support through discussion, negotiations, and persuasion.
14. Ability to perform assigned duties safely and effectively for self and others.



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15. Ability to establish and maintain effective working relationships with those contacted in the course of performing required duties.
16. Knowledge of all pertinent national and local environmental regulations, procedures, and guidelines.
17. Knowledge of all pertinent national and local permitting, enforcement, and appeals processes as it relates to environmental compliance issues.
18. Ability to understand, interpret, and explain a variety of highly technical and specialized compliance laws, regulations, and guidelines.

V. Incentives

- a. Entitled for communication allowance of Nu. 800 per month

VI. Application

Interested candidates fulfilling the prescribed eligibility criteria may submit their application via email along with the following mandatory documents to Ms. Cheten Lhamo at chetenlhamo@bpc.bt on or before **5 PM, January 06, 2025 (Monday)**:

- i. Internal Job Application form (the form can be downloaded from the BPC website www.bpc.bt.)
- ii. Valid Audit Clearance.
- iii. No Objection Letter where relevant.

For any clarifications please contact us at 975-17120310 during office hours.


(Rinchen Wangdi)
General Manager