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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



BPC/SSD/HRMS-22/2025/2

February 6, 2025

Internal Vacancy for the Position of Manager, TOMS, Tingtibi.

Support Services Division is pleased to announce the internal vacancy for the post of Manager, Transmission Operation & Maintenance Section, (TOMS Tingtibi). The details of the post are as follows:

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

A. Duties and Responsibilities:

- 1) Responsible for the overall administration and control of the TOMS.
- 2) Ensure operation and maintenance of transmission lines and substations as per the standards.
- 3) Ensure efficient and reliable system performance and always inculcate the highest safety standards and practices.
- 4) Initiate studies to increase the efficiency and reliability of the transmission system.
- 5) Preparation of investment plans and annual budget.
- 6) Maintain the disturbance recordings from the relays and submit the tripping reports to the Transmission Control Centre, TD and BPSO to assist in future preventive measures.
- 7) Prepare annual maintenance plan for transmission lines and substations and submit it to the BPSO.
- 8) Prepare, maintain, and submit timely reports and data.
- 9) Explore and implement innovative ideas to utilize technology to automate certain O&M processes.
- 10) Implement relevant SOPs, guidelines, rules & regulations, codes etc. for efficient and reliable operation of the transmission lines and substations.
- 11) Carry out preventive, breakdown and emergency maintenance to restore the transmission lines and substation into service as soon as possible.
- 12) Develop and ensure that the annual compact and TAS targets are achieved.
- 13) Implement material management strategy to ensure that assets, tools & plants (T&P) and spares are accounted properly and maintained in proper condition.
- 14) Proper management of allotted vehicles as per the BPC Fleet Management Policy.
- 15) Coordinate with the generating plants, ESDs, customers etc. for any planned/emergency works/shutdowns for maintenance, upgradation, or relocation.
- 16) Plan, optimize and ensure judicious use of the allocated budget and resources of TOMS.



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17) Any other works assigned by the Division/Department and/or Management.

B. Qualification

Minimum of Bachelor's Degree in Electrical Engineering from a recognized University.

C. Grade

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

D. Experience

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

E. Knowledge, Skills and Ability Criteria

- Should have good technical knowledge.
- Excellent leadership skills and must be able to guide and lead a team
- Excellent managerial capabilities
- Excellent analytical, problem-solving and decision-making skills.
- Very good communication and writing skills.

F. Incentives

Entitled for communication allowance of Nu. 1000 per month.

Interested candidates are requested to apply along with the following documents via email to Mrs. Cheten Lhamo, Assistant HR Officer (chetenlhamo@bpc.bt) latest by 5:00 PM, February 14, 2025 (**Friday**).

- Internal Job Application form (the forms can be collected from BPC HRMS or downloaded from the BPC website www.bpc.bt.)
- Curriculum Vitae.
- A copy of the Certificate and Academic Transcripts of the Bachelor's degree and master's if available.
- A copy of a valid Security Clearance certificate (approved online).
- Valid Audit Clearance.
- "No Objection Letter" from the concerned General Manager/Director.

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


(Rinchen Wangdi)
General Manager