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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-23/2025/ |

February 07, 2025

**TERMS OF REFERENCE**  
**POSITION: GENERAL MANAGER, PROCUREMENT DIVISION, CONSTRUCTION,**  
**PROCUREMENT DEPARTMENT**

**Overall Job Description**

The General Manager of the Procurement Division, reporting to the Director of CPD, will play a key role in expanding the organization's infrastructure to meet the country's growing electricity demands.

Since its inception, the procurement function has been critical in fulfilling the corporation's goal of providing the timely and high-quality materials to site for ensuring successful completion of projects.

In this capacity, the General Manager of the Procurement Division (PD) will focus on enhancing operational efficiency, material planning, and management capabilities.

GM will be responsible for providing strategic direction, management, and leadership in material management, planning, forecasting, budgeting, and supply chain operations. Additionally, the role involves overseeing the Materials Section, Central Stores, Regional Store and Micro Stores across Bhutan.

**I. Duties and Responsibilities**

1. Lead, manage and coordinate the purchasing and supply chain function to ensure the provision of materials on time and within quality and cost parameters. Establish procurement policy and procedure to ensure effective purchasing, receiving, storage, retrieval, delivery, and material accountability systems for all materials used by BPC.
2. Ensure proper systems are implemented and monitored for the purchasing operations, the economic management and control of inventories, material stock accounts, and centralized processing of documentation relating to purchasing orders.
3. Ensure BPC's supply needs are met by maintaining an effective and efficient service including maintaining interface with vendors and service representatives to ensure that materials and requirements meet established standards and that applicable policies, practices and procedures are understood and followed.
4. Liaison with all units, divisions and departments under BPC regarding forward planning of supplies, cost reduction strategies, equipment and any adjustments/modifications to specifications.

*WJ*





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5. Investigate alternative sources of supply, report to the management on new developments in materials or equipment and recommend changes including surveying the markets for latest trends in price, availability, delivery and quality.
6. Manage all major purchase contract negotiations for the organization in line with established procedures and manage any risks associated with such contracts.
7. Prepare reports for management review on purchasing function activities.
8. Ensure prompt payment of accounts by maintaining and processing all documentation relating to purchase orders in accordance with procedures.
9. Responsible for negotiating all contracts and ensuring contracted goods comply with agreed specifications as to quality and quantity.
10. Oversee the overall construction works of civil and electrical works of the company.
11. Any other tasks as assigned by the director and management.

## II. Education and Experience Criteria

- a. Minimum of Degree in Engineering from a recognized institute.
- b. Minimum 12 years of working experience (including a maximum of 18 months of study leave).

## III. Knowledge, Skill and Abilities criteria

- a. Procurement & Supply Chain Management
- b. Strategic Sourcing & Vendor
- c. Financial & Cost Management
- d. Legal & Regulatory Compliance
- e. Market & Industry Trends
- f. Risk Management.
- g. ERP & Procurement Systems

## IV. Grade Eligibility

- a. A2 & Above

## V. Employment Type

- a. On Contract for an initial period of three (3) years with a possibility of extension based on performance and need.

## VI. Pay and Allowances

- a) Basic pay: Nu. 57,375/-
- b) Contract Allowance: 75% of the basic pay.
- c) Fixed Allowance of minimum basic pay of GM.
- d) Communication Allowance of Nu. 1,500/-
- e) POL Allowance of 50 litres of diesel.

*Handwritten signature*





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- f) PBVP of 31.67% as per the achievement of company, office and individual.
- g) Other entitlements as per BPC SRR

## VII. Application

Interested candidates fulfilling the prescribed eligibility criteria may submit their application via email along with the following mandatory documents to Mr. Dorji Namgay, Assistant HR Officer, HRMS ([dorji.namgay@bpc.bt](mailto:dorji.namgay@bpc.bt)) on or before **5 PM, February 14, 2025 (Friday)**.

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

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

  
Kinley Dem  
(Director)  
Corporate Services Department