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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/ 30

May 14, 2025

Internal Vacancy for the Position of Manager, Contracts Management Section (CMS), CD, CPD, BPC, Thimphu

Support Services Division is pleased to announce the internal vacancy for the position of **Manager, Contracts Management Section (CMS), CD, CPD, BPC, Thimphu**. The details of the post are as follows:

- I. The Manager shall report to the General Manager of the Construction Division (CD).
- 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. Carryout the survey, design, drawings, and specification, projects/contracts management in for the construction of transmission and distribution lines and substations in coordination with DCSD, TOMD and ERD.
2. Preparation of tender documents & specifications, tendering, evaluation and contract for procurement of works;
3. Coordinate material procurements with PD
4. Carry out survey, environment impact assessments.
5. Develop 5-year investments plans and review annually.
6. Prepare annual budget for the section.
7. Provide technical backstopping to Construction Sections and projects.
8. Coordinate with Construction Sections regarding the timely approval of project drawings and specifications.
9. Any additional assignments as assigned from time to time by the supervisors.
10. Any other work assigned by the Division/Department and Management.

B. Qualification

Bachelor's degree or higher in **Engineering (any discipline)**.

C. Grade

B1 or above (Posting will be in the same grade)

D. Experience

Minimum **3 years** at **B1 level or above** in BPC.

E. Knowledge, Skills and Ability Criteria

- a) Should have good technical knowledge.
- b) Excellent leadership skills and must be able to guide and lead a team.
- c) Excellent managerial capabilities.



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- d) Excellent analytical, problem-solving and decision-making skills.
- e) Very good communication and writing skills.

F. Incentives

Entitled for communication allowance of Nu. 800 per month.

Interested candidates are requested to apply along with the following documents via email to Mr. Rinchen Tshering **at** rinchentshering@bpc.bt by 5:00 PM, May 22 (Thursday), 2025

1. BPC Internal Job Application Form (the forms can be downloaded from the BPC website www.bpc.bt)
2. Curriculum Vitae.
3. A copy of the Certificate and Academic Transcripts of the Bachelor's degree and master's if available.
4. A copy of valid Security Clearance (Approved online).
5. Valid Audit Clearance.
6. "No Objection Certificate" from the concered General Manager/ Directors.

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


(Rinchen Wangdi)
General Manager