



**འབྲུག་ཤྲོག་མེ་ལས་འཛིན།**  
**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/22/2025/48

June 13, 2025

**Re- announcement of Internal Vacancy for the Position of Manager, Operation & Maintenance and Planning Section (OMPS), DCSD, DD, Thimphu**

Support Services Division is pleased to announce the internal vacancy for the position of **Manager, Operation & Maintenance and Planning Section, DCSD, DD, Thimphu**. The details of the post are as follows:

- I. The Manager shall report to the General Manager of the Distribution & Customer Services Division.
- II. The Manager shall be responsible for all the functions of the section and the following are the specific responsibilities:

**A. Duties and Responsibilities:**

**I. Operation and Maintenance**

- 1) Monitor and ensure smooth implementation of O&M activities at ESDs as per O&M manual.
- 2) Develop & revise the O&M manual as deemed to capture any changes in the operational and maintenance requirement in future.
- 3) Develop SOPs for critical O&M activities under DCSD for uniform implementation across ESDs.
- 4) Carry out impact analysis of Distribution Automation (DA) equipment, derive cost benefit analysis and ensure sustainability of DA equipment.
- 5) Develop consistent frame work for bench marking of reliability indices (SAIFI, SAIDI), analyze and calculate the reliability indices.
- 6) Monitor preventive maintenance works of ESDs and ensure smooth implementation.
- 7) Study and propose latest technology/efficiency tools and equipment required for day-to-day operation and maintenance lines and substations and ensure uniformity and adequate allocation among ESDs.
- 8) Monitor distribution losses of DD and come up with strategies to reduce the losses wherever possible.
- 9) Assess and propose training requirement for the O&M staffs for all ESDs.
- 10) Explore best practices and technologies in O&M of distribution system for operational efficiency in consultation with concerned Divisions/Sections under DD & Corporate Strategy Division.
- 11) Coordinate with safety office and work towards achieving zero accidents at work place.
- 12) Coordinate with field offices and ensure implementation of safety SoPs to curtail accidents cases due to procedural lapses, and use the lessons learned for future preventive measures.
- 13) Provide technical guidance and assistance to the ESDs.

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## II. Planning:

- 1) Develop and review the Distribution System Master Plan (DSMP) for distribution system in close consultation with Corporate Strategy Divisions.
- 2) Develop comprehensive 5 years rolling investment plan of the Department in line with the Distribution System Master Plan of BPC.
- 3) Compile, review & consolidate annual budget for ESDs, Customer Services Section (CSS) & DD;
- 4) Develop Team Appraisal System (TAS) targets for DCSD & ESDs in line with the CSP and monitor continuously for optimum achievement.
- 5) Compile & monitor TAS achievement and submit quarterly report to the Department.
- 6) Study and optimize the resource allocation across the ESDs to ensure uniformity and adequate allocation.
- 7) Review and provide administrative approval on planned and deposit works.
- 8) Provide power clearances/load sanction/demand enhancement & reduction after proper study and review.
- 9) Focal person for the material procurement for the new works including purchase requisition and work closely with PSD related to material procurement;
- 10) Work in close consultation with Construction Section of the Construction Division for planning, monitoring and progress reporting of the planned & deposit works.
- 11) Any other works as assigned by the General Manager-DCSD, Director - DD, CEO or Management.

### B. Qualification

Bachelor's degree or higher in **Electrical Engineering**.

### C. Grade

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

### D. Experience

Minimum **3 years** for **Bachelors** and **10 years** for **Diploma with Bachelors and Masters**

### 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.
- 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.





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Interested candidates are requested to apply along with the following documents via email to **Ms. Sonam Zangmo** at [sonamzangmo@bpc.bt](mailto:sonamzangmo@bpc.bt) by 5:00 PM, June 20 (Friday), 2025

1. BPC Internal Job Application Form (the forms can be downloaded from the BPC website [www.bpc.bt](http://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 concerned General Manager/ Directors.

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

  
(Rinchen Wangdi)  
General Manager