



**འབྲུག་སྤྱི་ཁོག་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/22/2025/57

July 21, 2025

**Internal Vacancy for the Position of Manager, Construction Section (CS), CD, CPD, BPC, Thimphu**

Support Services Division is pleased to announce the internal vacancy for the position of **Manager, Construction Section (CS), 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:

**Duties and responsibilities:**

1. Responsible for project planning, budgeting, scheduling and implementing.
2. Oversee the monitoring and execution of civil and electrical works (rural & urban).
3. Testing and commissioning of distribution and transmission works.
4. Maintain proper documentation of the works and carryout the proper closure of the projects for handing over to TD and DD for operation and maintenance works.
5. Responsible for liaising /dealing with the contractors and relevant stakeholders on the progress of the works.
6. Coordination amongst the Project Office, Contractor, ERD and other agencies
7. Coordinate with CMS, in achieving the required target of the project.
8. Coordinate and conduct monthly progress review meetings between office and contractors and coordinate auditing of the project.
9. Coordinate with the department for timely approval of project drawings and specifications.
10. Preparation and submission of progress and completion reports.
11. Responsible for judicious use, operation and consumption of BPC assets in particular; vehicles, equipment, machine, real estate, etc.
12. Responsible for the adoption of high quality and safety in the construction management practices using the latest and most versatile technologies and proper allocation of project resources.
13. Responsible for assigning the project's task in strict compliance with the environmental rules and regulations of the country.
14. Liaise with municipal corporation/government and non-governmental agency or the public for clearance, right of way (RoW) and land acquisition if required.
15. Responsible for all the audit issues of the division and resolve any contractual issues
16. Responsible for ensuring compliance to the environmental rules and regulation at the project sites.
17. Coordinate with TD, DCSD and ESDs for timely implementation of the works/projects.
18. Conduct progress review meeting with contractors for timely completion of the projects.
19. Responsible for timely settlement of bills and capitalization of the projects.
20. Responsible for preparation of annual budget.
21. Responsible for joint inspection of the completed works and handing over the capitalized asset to concerned offices.
22. Responsible for any auditing issues.
23. Comply with the Electricity Act, the Safety Code, the Safety Rules and all other relevant codes, acts, policies, rules and regulations of the company.
24. Any additional assignments as assigned from time to time by the supervisors.





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**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 for Bachelors and 10 years for Diploma + bachelors/masters..

**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. 800 per month.

Interested candidates are requested to apply along with the following documents via email to **Mr. Dorji Namgay at [dorji.namgay@bpc.bt](mailto:dorji.namgay@bpc.bt) by 5:00 PM, July 31 (Thursday), 2025**

- BPC Internal Job Application Form (the forms can be downloaded from the BPC website [www.bpc.bt](http://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 valid Security Clearance ( Approved online).
- Valid Audit Clearance.
- "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