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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/08/2025/32

August 20, 2025

TERMS OF REFERENCE (ToR)
POSITION: DIRECTOR, CORPORATE SERVICES DEPARTMENT

Overall Job Description

The Director of the Corporate Services Department shall be responsible for all the activities including planning, implementation and monitoring of programs and activities of the Finance Division and Support Services Division.

1. Specific Responsibilities:

- a. Oversee the support functions of the company and support the other departments in delivering electricity services to the customers.
- b. Provide strategic directions to the Finance Divisions in all financial and accounting matters of the company.
- c. Responsible for HR management and administration, employee relations, and ensuring positive and corporate work culture.
- d. Strategic directions to ICT Section in innovation and digitalization of IT systems.
- e. Provide strategic and financial guidance ensuring all legal and regulatory compliances for accounting and financial reporting functions (BAS) for sound financial management and control of the company's business.
- f. Maximize the returns on the regulated business of the utility and its assets by establishing and operating intelligent investment management, financial & treasury policies, procedures, internal control mechanisms and reporting systems.
- g. Guide the financial decisions of the company and maximizes return and limiting risk on cash by ensuring optimal cash balances and investment decisions.
- h. Strategize and ensure companywide standards in optimal and scientific budgetary systems and its operation.
- i. Coordinate and be a core member of committees/responsibilities on power tariff formulation, corporate strategic plan and business development & diversification with relevant departments and divisions.
- j. Recognize, nurture and develop human resources potentials and capacities and ensure critical mass of expertise in financial management, succession planning at various levels and creating a creative and innovative work culture.
- k. Restructure and reassign optimal human resources.
- l. Keep up-to-date on electrical utility business and information & technology affecting functional area(s) to increase innovation and ensure compliance.
- m. Any other tasks as assigned by the CEO and the Board.



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2. Education and Experience Criteria

- a. Minimum of Bachelors' Degree with a Master's degree (MCom/CA/CPA/MBA/ACCA/CIMA or equivalent) from a recognized institute.
- b. Minimum 15 years of working experience (including maximum of 18 months of study leave) with minimum of General Manager or equivalent grade in Corporate or Private Sector and P1 in the Civil Service.

3. Knowledge, Skill and Abilities criteria

- a. **Strategic Leadership and Management:** Champion the development and execution of strategic and corporate plans. Possess the ability to provide direction and manage diverse teams, overseeing support functions and coordinating with key departments on initiatives like power tariff formulation and business development.
- b. **Financial and Business Acumen:** Demonstrate an in-depth understanding of accounting standards (Bhutanese/International), financial planning, budgeting, and treasury functions. Possess acumen in business diversification and investment management, ensuring optimal cash balances and maximizing returns on company assets.
- c. **Information Technology (IT) and Digital Strategy:** Provide strategic direction for the ICT section, driving innovation and the digitalization of IT systems. Possess the ability to plan, design, and integrate smart technology and financial technology to improve business processes and ensure the company remains current on technology affecting its functional areas.
- d. **Human Resource Management and Development:** Display competencies in human resource management and administration, including optimizing services, appraisal systems, and fostering a positive work culture. Recognize, nurture, and develop human resource potential and create an innovative and creative work environment.
- e. **Organizational Change and Risk Management:** Champion change and risk management to create innovative, creative, and agile systems. This includes strategic restructuring of human resources and ensuring compliance across all functional areas.
- f. **Communication and Presentation Skills:** Possess excellent written, verbal, and presentation skills to effectively guide teams, communicate financial and strategic guidance, and serve.



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4. Employment Type & Grade

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

5. Pay and Allowances

I) Monthly

- a. Basic pay: Nu. 76,500/-
- b. Contract Allowance: 80% of the Basic pay
- c. Fixed Allowance: Nu 45,900, equivalent to 60% of minimum basic pay.

II) Others

- a. Performance Based Variable Payout: 36.67% of annual basic pay
- b. Other benefits: As per BPC SRR.

6. Application

Interested Bhutanese candidate fulfilling the prescribed eligibility criteria may submit your application along with the following mandatory documents to Manager, HRMS, SSD, CSD, on or before **September 8, 2025 (Monday)** via email at vacancy@bpc.bt during office hours (9:00 AM – 5:00 PM with lunch break from 1:00 - 2:00 PM).

- i. Job Application form (the forms can be collected from HRMS, BPC or downloaded from the BPC website www.bpc.bt/customer-downloads/)
- ii. Curriculum Vitae
- iii. Evidence of 15 years of experience (e.g. Appointment Order or Letter from Organization)
- iv. A copy of Bhutanese Citizenship ID Card.
- v. A copy of Certificate and Academic Transcripts of Bachelor's degree and Master's degree.
- vi. A copy of valid Security Clearance certificate (approved online).
- vii. Valid Audit Clearance.
- viii. Work Experience Certificate/Letter.
- ix. A copy of valid Medical Fitness Certificate, if selected.
- x. "No Objection Letter" from the current employer, if selected.

For any clarifications, contact at **17587090** during office hours.

BHRC