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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**



22/BPC/SSD/HRMS/2025/ 74

December 2, 2025

Internal Vacancy Announcement for Audit Officer (Civil Background)

Support Services Division is pleased to announce the post of an Audit Officer with Civil Background for the Internal Audit Unit, BPC, Thimphu.

Under the directives of the Chief Internal Auditor, the Audit Officer shall be responsible for the following:

Job Objective:

Work as part of the Internal Audit Unit to objectively review the organization's business processes and assess compliance with existing rules and regulations. Evaluate the adequacy and effectiveness of the internal control system over time, ensuring that company resources are acquired in a transparent, timely, and economical manner. Provide timely recommendations and guidance to strengthen internal controls, and promptly identify any anomalies, risks, or potential fraud through the conduct of internal audits.

A. Job Duties and Responsibilities:

- 1 Review engineering designs, drawings, specifications related to civil works, and project execution plans for compliance with standards and regulatory requirements.
- 2 Assess the effectiveness of construction methodologies, site management practices, and quality control systems.
- 3 Evaluate performance against project schedules, milestones, and productivity targets.
- 4 Inspect construction materials, and equipment management systems for compliance and efficiency.
- 5 Review procurement processes, tendering, contract awards, and supplier/contractor evaluations.
- 6 Assist in developing an annual audit plan based on comprehensive risk assessment.
- 7 Carry out annual audit as per the approved annual audit plan and submit timely report.
- 8 Provide adequate follow-up with the concerned audit offices, as per the requirement, to ensure corrective action is taken timely and evaluate its effectiveness and report results.
- 9 Maintain high degree of Integrity, Objectivity, Confidentiality & Competency for all the works carried out during the auditing.
- 10 Notify the appropriate authority immediately on any significant corruption (criminal) offences recognized or detected during the course of internal auditing.
- 11 Assist the BARC, Management and, Chief Internal Auditor as and when required on the official matters.

B. Qualification

Minimum of Diploma in Civil Engineering from a recognized Institute.



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C. Grade

Minimum of B2 (Posting will be in the same grade).

D. Experience

Must have served a minimum of 5 years in services.

E. Knowledge, Skills and Ability Criteria

- i. Should have high integrity, professionalism, and attention to details.
- ii. Should possess strong report writing, presentation, and communication skills.
- iii. Should have good knowledge of Microsoft Word and Excel.
- iv. Should possess good knowledge on data analytics.
- v. Ability to analyze complex technical and financial data.
- vi. Should be conversant with SAP modules.
- vii. Ability to foster teamwork.

Interested candidates should apply via email to Mr. **Rinchen Tshering** (rinchentshering@bpc.bt) latest by **5:00 PM, December 19, 2025**

The application form can be downloaded from the BPC website (www.bpc.bt).


(Rinchen Wangdi)
General Manager