



**འབྲུག་སྤྱི་ལམ་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**



22/BPC/SSD/HRMS/2025/75

December 2, 2025

**Internal Vacancy Announcement for Audit Officer (*Finance Background*)**

Support Services Division is pleased to announce the post of an Audit Officer with Finance 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 Objectives:**

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. Able to understand the company's overall performance by reviewing its financial statements and provide appropriate recommendations or way forward.
2. Review the accuracy, completeness, and reliability of financial records and reports.
3. Assess compliance with applicable accounting standards and evaluate financial controls, revenue recognition processes, expense management, and financial reporting systems.
4. Examine the efficiency and effectiveness of operational processes and workflows and, Identify areas of process improvement and cost reduction.
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.



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### **B. Qualification**

Minimum of Degree in Accounting/Finance from a recognized Institute.

### **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. Dorji Namgay** ([dorji.namgay@bpc.bt](mailto:dorji.namgay@bpc.bt)) latest by **5:00 PM, December 19, 2025**

The application form can be downloaded from the BPC website ([www.bpc.bt](http://www.bpc.bt)).

  
(Rinchen Wangdi)  
General Manager