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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 Resources & Management Section
Thimphu: Bhutan

BPC/SSD/HRMS/22/2026/ 22 April 21, 2026

Internal Vacancy for the Position of Head, Substation, Tintibi, TOMS, Tintibi, Zhemgang

Support Services Division (SSD) is pleased to announce an internal vacancy for the position of Head, Substation, Tintibi under TOMS Tintibi, Zhemgang. *The revised eligibility criteria are in line with the decision taken during Management Meeting No. 05 held on April 01, 2026.*

The details of the post are as follows:

I. The Head shall report to the Manager, TOMS, Tintibi.
II. The Head shall be responsible for all the functions of the unit and the following are the specific responsibilities:

A. Duties and Responsibilities:

1. Carry out administrative functions to run the unit office smoothly.
2. Verify expenses and bills and ensure that expenses are incurred within the financial resources allocated to the unit office.
3. Verify TA/DA, leave, and other claims of staff in the unit office.
4. Coordinate and supervise maintenance staff in the unit office.
5. Prepare Annual Maintenance Plans (AMPs) to carry out the R&M of all transmission lines and substations in their jurisdiction.
6. Carry out condition monitoring to ensure the reliability of transmission lines and substations.
7. Carry out breakdown and emergency maintenance to restore the transmission lines and substation equipment into service as soon as possible.
8. Obtain and provide data for Asset Performance Management (APM).
9. Implement the material management strategy to ensure that assets, T&P, and spares are accounted for properly and maintained in good condition.
10. Prepare and submit monthly work done and other reports as required to the section office for further compilation and submission to head office.
11. Carry out R&M of civil infrastructures in coordination with the Civil Maintenance Group (CMG) under the section office.
12. Monitor and report the progress of CWIP works carried out by the section office if any.
13. Assist the Manager, TOMS to achieve the TAS and compact targets where applicable.
14. Carry out any other works as directed by the senior officers of the company in the interest of the corporation.

B. Qualification:

- Minimum of VTI/NC II Certificate or above in Electrical Engineering.

C. Grade:

- B4 and above

D. Experience:

- Diploma in Electrical Engineering with 2 years of experience; Or Certificate in Electrical Engineering with 10 years of experience

E. Knowledge, Skills and Ability Criteria

i. Should have good managerial and technical knowledge and capabilities.

ii. Should have good communication skills.

iii. Should have good knowledge of Microsoft Word/Excel.

iv. Ability to foster teamwork.

F. Incentives

Entitled to Communication Allowance of Nu. 500 per month.

Interested candidates should apply via email to Ms. Cheten Lhamo at *chetenlhamo@bpc.bt* latest by ***5:00 PM, April 28 (Tuesday), 2026,*** along with the following documents;

1. The application form. (can be downloaded from the BPC website (www.bpc.bt). BPC Internal Job Application Form (https://www.bpc.bt/downloads/)
2. Curriculum Vitae
3. No Objection Letter" from the concerned General Manager /Director
4. Audit Clearance (for Interview Purpose)

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

(Rinchen Wangdi)
General Manager