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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
Thimphu: Bhutan



BPC/SSD/HRMS-22/2026/35

8th May 2026

INTERNAL VACANCY ANNOUNCEMENT

Corporate Services Department is pleased to announce the internal vacancy for the post of **General Manager, Finance & Accounts Division**. The details of the post are as follows:

Overall Job Description:

The General Manager, FAD under Corporate Services Department will look after Corporate Accounts Section, General Finance Section, and Budget & Treasury Section and would be responsible for the following but not limited to:

1. Duties and Responsibilities

- a) 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.
- b) 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.
- c) Guide the financial decisions of the company and maximizes return and limit risk on cash by ensuring optimal cash balances and investment decisions.
- d) Develop standards and data-based analysis utilizing financial technologies for regular monitoring and recommendations on the financial conditions of the company by collecting, interpreting and reporting key financial data and ratios.
- e) Be a single point of contact for external parties for all statutory audits and including RAA conducted in BPC for its coordination and management.
- f) Strategize and ensure companywide standards in the optimal and scientific budgetary system and its operation.
- g) 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.
- h) Recognize, nurture and develop human resources potentials and capacities and ensure a critical mass of expertise in financial management, succession planning at various levels and creating a creative and innovative work culture.
- i) Restructure and reassign optimal human resources in close collaboration with the HR Management Division, SSD, CSD.
- j) Keep up-to-date on electrical utility business and information & technology affecting functional area(s) to increase innovation and ensure compliance.
- k) Evaluate and monitor the divisions as per the reporting structure and provide the link and synergy between and amongst the departments/divisions/units and the management.
- l) Any other tasks as assigned by the Director-CSD and the CEO.



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2. Education and Experience Criteria

- a) Minimum of bachelor's degree in Business, Finance, Commerce or Accounts from a recognized institute.
- b) Minimum 12 years of working experience (including a maximum of 18 months of study leave).

3. Knowledge, Skill and Abilities criteria

- a) In-depth understanding of accounting standards (Bhutanese / International standards), legal and regulatory requirements, financial planning, budgeting & investment analysis and treasury functions.
- b) Ability to strategise/plan/execute financial technologies to improve business processes, capital investments and portfolios.
- c) Ability to create motivated teams of professionals.
- d) Champion change and risk management and create innovative, creative and agile systems.
- e) Possess excellent written, verbal and presentation skills

4. Grade Eligibility

- a) A2 & Above

5. Employment Type

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

6. Pay and Allowances

- a) Basic pay: Nu. 57,375/-
- b) Contract Allowance: Nu. 43,031 (75% of the Basic Pay).
- c) Fixed Allowance: Nu. 34,425 (60% of the Minimum Basic Pay of GM)
- d) Communication Allowance of Nu. 1,500/-
- e) POL Allowance of 50 litres of diesel.
- f) Other Benefits: PBVP of 31.67% based on performance and other entitlements as per BPC SRR.



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7. Application

Interested candidates fulfilling the prescribed eligibility criteria may submit their application via email along with the following mandatory documents to the Manager, HRMS (dekiyuden2013@bpc.bt) on or before 18th May 2026 (Monday).

- i. Internal Job Application form (the forms can be collected from BPC HRAD or downloaded from the BPC website www.bpc.bt.)
- ii. Curriculum Vitae.
- iii. A copy of the Certificate and Academic Transcripts of the Bachelor's degree and master's if available.
- iv. A copy of a valid Security Clearance certificate (approved online).
- v. Valid Audit Clearance.
- vi. "No Objection Letter" from the concerned General Manager/Director.

For any clarifications please contact the undersigned, GM-SSD or Manager-HRMS.

Kinley Dem
Director-CSD