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-22/2026/58 November 12, 2026

Internal Vacancy for the Position of Divisional Manager, ESD, Trongsa

Support Services Division is pleased to announce the internal vacancy for the post of **Divisional Manager, Electricity Services Division, Trongsa**. The details of the post are as follows:

I. The Divisional Manager shall report to the General Manager of the Distribution & Customer Services Division.
II. The Manager shall be responsible for all the functions of the division and the following are the specific responsibilities:

A. Duties and Responsibilities:

1) Provide affordable, reliable, adequate and quality power supply to the customers.
2) Operate and maintain distribution network assets and systems.
3) Safeguard and optimize the usage of resources (viz., human capital, network assets, civil infrastructure, vehicles etc) of the company in the delivery of services to customers to achieve the company's objective of economic viability and sustainability in compliance with the established company and statutory rules and regulations.
4) Formulate and implement 5-year network asset reinforcement, augmentation, and expansion plans and annual budget thereof in response to strategic plans of the company and anticipated electricity load growth/forecast of the area/region under jurisdiction.
5) Undertake accurate and timely metering, billing, collection, and accounting of electricity imports from Transmission substations and sales to customers following established company guidelines and technical standards.
6) Ensure collection efficiency through timely disconnection of services to the defaulters.
7) Undertake construction of dedicated electric distribution lines and substations that are not included in the 5-year investment plan for public agencies and private parties as deposit work in coordination with the Construction Division.
8) Implement distribution network automation, digitization, and other innovation projects formulated by the parent department to enhance the reliability, quality, and safety of electricity supply to customers.
9) Represent as focal person of ESD, BPC in the Dzongkhag and with relevant external
10) Maintain good customer relationships through efficient and reliable delivery of power supply.
11) Provide adequate public awareness on electrical safety awareness to communicate and educate the general public in both urban and rural areas about the safe utilization of electric energy to mitigate/eliminate electricity safety incidents.
12) Undertake ad-hoc and emergency distribution network augmentation and expansion works as and when such works arise in coordination with the Construction Division.

13) Prepare annual plans and budgets, and implement them as reflected in team appraisal system (TAS) targets.
14) Actively engage with all relevant internal stakeholders (at all times) to meet the company's articulated objectives/targets, customers' needs, and regulatory compliance.
15) Ensure periodic maintenance of distribution lines & substations as per the O&M manual.
16) Monitor the losses and come up with strategies to reduce them wherever possible.
17) Responsible for timely submission of data/information to the head office or the external agencies as and when required.
18) Ensure proper management of stores & inventory in coordination with the Procurement Division. Comply with the Electricity Act, Safety Code, Safety rules and all other relevant codes, acts, policies, rules and regulations of the company and country.
19) Responsible for Division Level Safety & ISO Committee, Waste Management Committee and Chairman for quarter allotment.
20) Provide power clearance/sanction to the customers as per the standards and guidelines.
21) Handle customer complaints as per the manuals/standards.
22) Ensure the operation of the Distribution Management System (DMS).
23) Any other tasks assigned by the General Manager (DCSD), Director (Distribution Department), the CEO and Management.

B. Qualification

Diploma or higher in engineering from a recognized university.

C. Grade

A3 or above (Posting will be in the same grade)

D. Experience

Minimum **3 years** for **Bachelors** and **10 years** for **Diploma**

E. **Knowledge, Skills and Ability Criteria**

a) Should have good technical knowledge.
b) Excellent leadership skills and must be able to guide and lead a team.
c) Excellent managerial capabilities.
d) Excellent analytical, problem-solving and decision-making skills.
e) Very good communication and writing skills.

F. **Incentives**

Entitled for communication allowance of Nu. 800 per month.

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Interested candidates are requested to apply along with the following documents via email to ***Ms. Cheten Lhamo at chetenlhamo@bpc.bt*** lastest by ***5:00 PM, November 19, 2026 (Thursday).***

1. BPC Internal Job Application Form (the forms can be downloaded from the BPC website www.bpc.bt)
2. Curriculum Vitae.
3. A copy of valid Security Clearance (Approved online).
4. Valid Audit Clearance.
5. "No Objection Certificate" from the concered General Manager/ Directors.

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

(**Rinchen Wangdi**)
General Manager