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/ 60 November 12, 2026

Internal Vacancy for the position of Head, ESSD, Tashichoeling, ESD Samtse

Support Services Division is pleased to announce the Internal Vacancy for the position of **Head of Electricity Services Sub Division (ESSD), Tashichoeling, ESD, Samtse**

I. The Head shall report to the Manager of Electricity Service Division (ESD), Samtse
II. The Head shall be responsible for all the functions of the office as follows:

A. Duties and Responsibilities:

1. Responsible for the overall administration and control of the ESSD.
2. Provide reliable, adequate and quality power supply to the customers.
3. Operate and maintain distribution network assets and systems.
4. Formulate yearly preventive maintenance plan for the distribution system of ESSD and ensure a smooth implementation for reliability improvement.
5. 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.
6. Formulate and implement 5-year network asset reinforcement, augmentation, and expansion plans and the annual budget thereof in response to strategic plans of the company and anticipated electricity load growth/forecast of the area/region under jurisdiction.
7. 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.
8. Ensure collection efficiency through timely disconnection of services to the defaulters.
9. Implement distribution network automation, digitization, and other innovation projects formulated by the Distribution Department/DCSD/ESD to enhance reliability, quality, and safety of electricity supply to customers.
10. Represent as focal person of ESSD, BPC in the region and with relevant external stakeholders of the company.
11. Maintain good customer relationships through efficient and reliable delivery of power supply.
12. 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.
13. Actively engage with all relevant internal stakeholders (at all times) to meet the company's articulated objectives/targets, customers' needs, and regulatory compliance.
14. Ensure periodic maintenance of distribution lines & substations as per the O&M manual.
15. Monitor the losses and come up with strategies to reduce them wherever possible.
16. Responsible for timely submission of data/information to the ESD or external agencies as and when required.
17. Comply with the Electricity Act, Safety Code, Safety rules and all other relevant codes, acts, policies, rules and regulations of the company and country.
18. Provide power clearance/sanction to the customers as per the standards and guidelines.
19. Handle customer complaints as per the manuals/standards.

B. Qualification

Minimum of **VTI/NC II Certificate in Engineering**

C. Grade

B4 or above (Posting will be in the same grade)

D. Experience

- Minimum 2 years experience for Diploma holders and 10 years for Certificate holders in Engineering.

E. Knowledge, Skills and Ability Criteria

a. Excellent technical knowledge in the operation and maintenance of distribution systems.
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. Should be well versed in all BPC documents like CSP, SRR, BVRR, BHP, BWP and other related SOPs
f. Very good communication and writing skills

F. Incentives

Entitled to Communication Allowance of Nu. 500 per month.

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