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Bhutan Power Corporation Limited

Human Resources & Administration Department

Thimphu : Bhutan



BPC/HRA/HR-01/2013/ 385

January 28, 2013

INTERNAL NOTIFICATION

SUBJECT: Internal Vacancy Announcement Manager (Project), JICA-PMC, Rural Electrification Department, Thimphu.

We would like to announce the post of Manager (Project) for JICA-PMC, Rural Electrification Department, Thimphu. The details of the post are as follows:

A. Job Responsibilities

1. Oversee functioning of the Rural Electrification Project Management Cell (JICA PMC) under RED Head Office in terms of effective & efficient implementation of the RE projects financed by Japan International Cooperation Agency (JICA) projects.
2. Supervision and monitoring of progress of the RE activities in the designated Dzongkhags under JICA-1 Projects.
3. Responsible for liaising with the contractors, consultants and divisional offices on progress of the RE works.
4. Preparation of annual budget requirement for the project.
5. Preparation of work progress report.
6. Responsible for timely completion of the projects.
7. Responsible for liaising with the divisional offices on preparation and submission of work completion reports and capitalizing the assets upon completion.
8. Responsible for coordination between staff with external and internal agencies in management of materials inventory.
9. Coordinate auditing of the project accounts.
10. Responsible for judicious use, operation and consumption of BPC assets.
11. Responsible for coordination between the staff of PSD and ESDs for materials management during implementation of projects and final handing taking over of the distribution network for operation and maintenance.
12. Report directly to General Manager, RED.

B. Qualification

Minimum of Bachelors in Electrical Engineering.

C. Grade

B1 and above (Posting will be in the same grade)

D. Experience

Should have minimum of 5 years in related field.

Mail LTD



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E. Place of Posting

Rural Electrification Department, HQ, Thimphu.

F. Nos. of vacant post

1 post.

G. Incentives

Entitled for Position Specific Allowance (PSA) of Category I i.e 20% and all other benefit as admissible as per the BPC SRR-2010.

Interested candidate should submit their application along with CV to the HRAD. The application form can be downloaded from the BPC website www.bpc.bt

The last date for the submission of the application is on or before 4:00 pm February 15, 2013 (Friday).

The shortlisted candidate shall be called for interview.


(Nim Dorji)
General Manager

Copy to:

1. All Heads of Wing/Services/Departments/Division/Unit under BPC
2. ITD for uploading on BPC website