



དཔལ་ལྷན་འབྲུག་གཞི་རིག་  
Human Resource Division  
Division of Support Services  
Ministry of Energy and Natural Resources  
Royal Government of Bhutan  
Thimphu: Bhutan

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MoENR/HRD-03/2023/304

August 26, 2023

**VACANCY ANNOUNCEMENT**

The Ministry of Energy and Natural Resources is pleased to announce the vacancy for the post of the Joint Managing Director, Punatsangchhu-1 Hydroelectric Authority (PHPA-1) as follows:

Job Position	Qualification & Experience requirements	Service term
Joint Managing Director	<p>1. Minimum Bachelor's degree in Civil/Mechanical/Electrical Engineering from recognized University/Institute. Specialization/ higher studies in fields related to hydropower development will have added advantage.</p> <p>2. Must have a minimum of fifteen (15) years of experience with at least three (3) years of experience at senior management level (P1-A and above in the civil service and GM and above or equivalent position in corporations or private companies).</p>	3 years from the date of joining

The applicant should not have crossed fifty seven (57) years of age at the time of the application submission. Interested Bhutanese candidates fulfilling the prescribed eligibility criteria must submit application along with the mandatory documents as listed in the ToR in a sealed and signed envelope to the following address:

The Chief HRO,  
Human Resource Division,  
Ministry of Energy and Natural Resources,  
Thimphu

Alternatively, applications (along with the mandatory documents) may be submitted online to [pchezom@moenr.gov.bt](mailto:pchezom@moenr.gov.bt) on or before the close of the deadline.

The last date for submission of applications is September 1, 2023 4:00 p.m. Please call 02333761 during office hours for any other queries.

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**Terms of Reference**

**For the Joint Managing Director, Punatsangchhu-I Hydroelectric Project Authority**

The Office of the Chairperson, Punatsangchhu-I Hydroelectric Authority (PHPA-I) hereby assigns the following responsibilities to the Joint Managing Director, PHPA-I and it shall be read in conjunction with the Delegation of Power Rules-2008 (DOP) or as amended, and shall take precedence in case of any contradiction with any of the provisions of the DOP:

**1. General Responsibilities**

The JMD shall be the Second-in-Command in the Project and shall:

- 1.1. Assist the Managing Director (MD) in all activities of Project administration, management and construction and ensure timely and cost-effective project completion by exercising necessary oversights over all activities of the Project.
- 1.2. Officiate as MD, PHPA-I in the absence of the MD from the station and exercise the same technical, financial and administrative powers as delegated to the MD during his absence to ensure seamless and timely execution of the Project works.
- 1.3. Ensure complete due diligence in the technical, financial and administrative cases of the Project.
- 1.4. Delegate activities of technical, financial and administrative nature to the Director (Technical)/ Director (Finance)/ Chief (Personnel & Administration)/EICs/HoDs as relevant.
- 1.5. Provide timely appraisals, updates and information to the Chairperson/ Authority in consultation with the MD as relevant.
- 1.6. Be a Permanent Invitee to the Authority Meetings and assist the Member Secretary (MD, PHPA-I) to convene regular Authority Meetings for timely decision-making by the Authority, and in the case where physical/virtual meeting is delayed/not practicable, ensure appraisal of issues and approval through circulation.
- 1.7. Be a Member of the Project's Technical Coordination Committee (TCC) and any other Committees including Management-level Committees as constituted by the Project Authority.
- 1.8. Keep the Chairperson/Authority informed of the Project's operational and financial affairs and put up any relevant matter requiring decision of the Chairperson/Authority through the MD.

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- 1.9. Carry out any other functions as assigned from time to time by the MD/Chairperson/Authority.

## **2. Specific Responsibilities**

In addition, the JMD shall specifically be responsible for:

- 2.1. Personnel & Administration of the Project and ensuring effective human resource planning, recruitment and management;
- 2.2. Serve as the Second-in-Command after the MD as the reviewing/accepting Authority for assessment of all project employees in the Annual Performance Reports.
- 2.3. All Electro-Mechanical works and the Associated Transmission System (ATS) of the Project;
- 2.4. Geology and Geo-Technical Engineering aspects of the Project;
- 2.5. Contracts & Procurement Works during Construction and for O&M;
- 2.6. Monitoring and Quality Assurance of all activities of Project construction; and,
- 2.7. Socio-Environment and Security & Fire aspects of the Project.

## **3. Management and Leadership**

The JMD shall:

- 3.1. Provide strategic directions and holistic way forward to complete the Project in a time bound and cost-effective manner.
- 3.2. Liaise with the RGoB/ GoI entities and other stakeholders on issues related to the Project.
- 3.3. Adopt innovative approaches and measures to resolve issues and challenges faced at the Project.
- 3.4. Foster an organisational culture that adheres to ethical practices and utmost integrity.
- 3.5. Demonstrate tact, diplomacy and discretion in conduct.
- 3.6. Actively promote team spirit and build capacity of the Employees in alignment of the Project's activities and the targets.
- 3.7. Ensure cordial relations and communications with external entities including regulators, communities, government bodies, media, consultants, suppliers, contractors, financial institutions, among others so as to further the Project's goals appropriately and in so doing, seek the approval of the Chairperson/Authority where necessary.

## **4. Minimum Eligibility Criteria**

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The minimum eligibility criteria is as follows:

- 1.1. Qualification: Minimum Bachelor's Degree in Civil / Mechanical / Electrical Engineering from recognized University / Institute. Specialisation / higher studies in fields related to hydropower development will have added advantage.
- 1.2. Experience: Minimum fifteen (15) years of experience with at least 3 years of experience at senior management level (P1-A and above in civil service and GM and above or equivalent position in corporations or private companies).
- 1.3. Age: Maximum fifty seven (57) years of age as of the last date of application submission specified in the announcement.

**5. Duration of Appointment**

The appointment shall be for a period of three years from the date of joining.

**6. Pay and Allowances**

The basic pay for JMD shall be fixed in the pay scale of Nu.75,000-1,875-103,125 as approved by the Competent Authority and the payments of associated allowances, entitlements, deductions, increments, etc. shall be as per the prevailing norms of the PHPA-I. Any revisions in salary and emoluments shall be made effective as implemented in RGoB/DHI.

**7. Amendment**

The above responsibilities and entitlements shall be reviewed and amended from time to time by the Office of the Chairperson, PHPA-I.

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