

TERMS OF REFERENCE FOR HEAD, DRUK GREEN ENERGY TRADING, DGPC

1. **Reports to: Director, Operation and Maintenance Department**
2. **Function:** Responsible for managing export and domestic tariffs and power purchase agreements. Explore the short-term energy market in India and in the region and to build competencies in the trading of power to harness the benefits that could accrue from the Indian Energy Markets and Exchanges and eventually gain access to energy markets beyond India. Responsible for energy billing of the export & domestic energy for the existing power plants as per the agreed PPAs.
3. **Location:** Corporate Office, Thimphu
4. **Job Purpose:** Head of the Druk Green Energy Trading division leads the power trading function including filing of domestic tariffs and export tariff review proposals. Manage PPAs, tariffs and billing of domestic and exports and carry out energy reconciliation. Responsible for building competencies in power trading and to explore participation in the short term and other market mechanisms in India and in the region to maximize the benefits from export of power. Explore opportunities in ancillary services and grid reliability services.

Druk Green Energy Trading shall be responsible to represent all the hydropower projects of Bhutan as an aggregator for trading of electricity in the power markets in India. Carries out any other additional responsibilities as assigned by the Director (O&M), and the Management.

5. **Duties, Responsibilities and Accountabilities;**
 - a. Responsible for monthly energy billing of domestic and export and energy reconciliation.
 - b. Implementation of all PPAs & MoU related to energy sale and accounting.
 - c. Ensure a successful tariff revision process and analysis throughout the consultative process with ERA and other stakeholders, and at the public stakeholders meeting through proper dissemination of information and arguments based on sound technical and financial analysis.
 - d. Fulfillment of statutory requirement of ERA.

- e. Submit proposals for review of export tariffs of existing hydropower plants and provide strategic inputs to support tariff negotiations for review of export power tariffs for new hydropower projects.
- f. Explore participation in the electricity market in India and in the region, track tariffs and market developments and keep abreast the changing electricity market.
- g. Review expected tariff trends for various generation technologies in India in order to make informed decisions.
- h. Identify trading licensees in India to sell uncontracted energy under short-term bilateral PPAs.
- i. Explore the possibility of DGPC becoming a member of the power exchange.
- j. Explore sale of the uncontracted volume of power from the ongoing projects.
- k. Explore participation in the Indian Power Market to meet the domestic supply during lean seasons.
- l. Review commercial and financial issues concerning power tariffs, transmission pricing and access.
- m. Review Institutional and Regulatory issues with respect to reforms, market structure and regulatory guidelines.
- n. Provide review of policies and updates on power markets and other issues in and around the region that would impact Bhutan's power system.
- o. Review of policy documents and tariff Regulations.
- p. Build market entry strategies for DGPC, outlining cross-border bottlenecks, if any.
- q. Develop the energy accounting methodology for upcoming hydropower projects.
- r. Co-ordinate with power plants and monitor the JEMR provided by the respective stations.
- s. Preparation of monthly royalty energy statement for submission to RGoB.
- t. Explore creation of energy data base.
- u. Explore the trading of Certified Emission Reductions (CER).
- v. Submission of quarterly and annual power market reports.
- w. Provide energy data as and when required within DGPC and to other relevant agencies.

6. Functional Dimensions and Contextual Information;

6.1 Staff: All employees under Druk Green Energy Trading division.

6.2 Internal Roles: Close contacts with the MD, Director (O&M), other Directors, Head of Plants, CEOs of subsidiaries to support billing and energy trading services. Maintain excellent working relations with DGPC Management, colleagues and all employees in the organization.

6.3 External Roles: Close contacts with all key stakeholders such as ERA, DoE, BPSO and BPC as well as international trading partners. Maintain very good relations with all concerned agencies within and outside Bhutan and keep abreast of National policies/guidelines/regulations as well as Indian/Regional policies/guidelines/regulations related to trade of electricity.

7. Knowledge, Skills and Attributes

A candidate should possess the following knowledge and skills or must be capable to:

7.1 Operational and Technical Management

- Develop and ensure systems are in place for the proper management of billing, tariff review and trading processes.
- Develop inhouse competencies in various aspects related to power markets and trading.
- Excellent analytical skills, critical thinking skills, and ability to constructively weigh through various aspects of business issues.
- Should have broad understanding of DGPC and its business including current as well as future business.
- Should have knowledge of power plant operation, billing and energy accounting systems.
- Sound knowledge in the electricity market in Bhutan and in the region.
- Sound knowledge in business operation especially power market and trading.
- Sound knowledge and understanding of relevant Job descriptions, organizational policies and practices.
- Promote, market, sell and expand services of DGET.
- Undertake risk review of all business-related risks and adopt appropriate mitigation plans.
- Evaluate and implement expansion of DGET services.

7.2 Financial Management

- Ability to understand the basic revenue models such as Balance Sheet, Profit and Loss Statement, Budgeting, Pricing Model and Billing Procedures.
- Strong business acumen, particularly in terms of management of tariff reviews, PPA, trading and power market related aspects.
- Manage financial reporting of DGET.

7.3 Leadership

- Excellent leadership skills and ability to manage teams, with strong negotiation, conflict resolution and client management skills.
- Be a flexible team player with a proven ability to work successfully in a complex environment.
- Impeccable integrity and business ethics.

7.4 Communication Skills

- Strong oral and written communication skills.
- Strong inter-personal skills and ability to establish and maintain collaborative partnerships with relevant stakeholders and customers.

8. Key Performance Measures

- 8.1 Identify trading licensees in India to sell uncontracted energy.
- 8.2 Publish quarterly bulletin on power market updates and trends.
- 8.3 Submit Domestic Electricity Tariff revision proposal as per ERA regulations.
- 8.4 Energy billing for domestic & exports/imports and carrying out energy reconciliation.
- 8.5 Verification of Wheeling Charges.
- 8.6 Accounting and Settlement of royalty obligation with RGoB.
- 8.7 Submission of quarterly and annual power market reports.
- 8.8 Implementation of all PPAs & MoUs related to energy accounting.
- 8.9 Review the supply/demand of electricity and look for participation in the Indian Power Markets to meet the domestic supply deficits during lean seasons.
- 8.10 Energy accounting methodology for the settlement of export and domestic supplies for upcoming projects.

9. Pay and Allowances

Grade	M1
Pay Scale	38245-955-57345
Basic Pay as on July 1, 2025	46,835.00
Corporate Allowance 20 % of Basic Pay	9,367.00
Fixed Allowance	22, 945.00
Gross Pay	79,147.00

10. Duration of Appointment

The appointment shall be for a period of three years

11. Amendment

The above responsibilities and entitlements shall be reviewed and amended from time to time by the DGPC.

"End of Document – Terms of Reference"