



BHUTAN ELECTRICITY AUTHORITY

BEA/ADM/HRD/2010-11/5

July 6, 2010

Vacancy Announcement

The Bhutan Electricity Authority (BEA), a fully autonomous Electricity Regulatory Agency of the Royal Government of Bhutan is pleased to announce the following vacancies for the following posts:

Sl. No.	Post	No.	Minimum Qualification	RCSC Equivalent Entry Position/Grade
1	Licensing Engineer (Electrical)	01	Bachelors Degree (4 years) in Electrical/Electrical & Electronics Engineering – minimum 60% aggregate	P4/Grade 7
2	Monitoring Engineer (Civil)	01	Bachelors Degree (4 years) in Civil Engineering – minimum 60% aggregate	P4/Grade 7
3	Monitoring Engineer (Electrical)	01	Bachelors Degree (4 years) in Electrical/Electrical and Electronics Engineering – minimum 60% aggregate	P4/Grade 7
4	Legal Officer	01	Bachelors Degree in Law – minimum 55% aggregate	P4/Grade 7
5	Assistant Tariff Officer	01	Bachelors Degree in Commerce – minimum 60% aggregate	P5/Grade 8
6	Assistant Economist	01	Bachelors Degree in Economics – minimum 55% aggregate	P5/Grade 8
7	Assistant Finance Officer	01	Bachelors Degree in Commerce – minimum 55% aggregate with Post Graduate Diploma in Financial Management	P5/Grade 8
8	Assistant Administrative Officer	01	Bachelors Degree in any field – minimum 65% aggregate	P5/Grade 8

Interested and eligible Bhutanese nationals **less than 40 years of age** as on 30th June 2010 may apply by filling the **BEA Employment Form** (to download from www.bea.gov.bt) to the **Chief Executive Officer, Bhutan Electricity Authority, Post Box No. 1557, Thimphu**, along with attested copies of the following valid documents latest by **26th July 2010 before 4:00 PM**:

1. Citizenship Identity Card (New).
2. Security Clearance Certificate **having validity up to or beyond 31 August 2010**.

3. Medical Fitness Certificate **issued not earlier than 1st March 2010**.
4. Degree Certificate.
5. Degree Mark Sheets/Transcripts (**All Semesters including Final Year**).
6. Class XII or equivalent Passed Certificate/Diploma Certificate.
7. Work Experience Certificate (if applicable).
8. No Objection Certificate from the current Employer (if currently employed.)
9. Certificates of Extra Curricular Activities (Weightage will be given only to those Certificates which are achievements at the National, Regional or International levels).

Applicants will be shortlisted for the interview. The names of shortlisted candidates, the date and venue of the interview will be informed through www.bea.gov.bt.

For further details, please visit www.bea.gov.bt or contact Dorji at 327317 during office hours.

(Karma Tshering)
Chief Executive Officer

Additional information for the Vacancy Announcement No.

BEA/ADM/HRD/2010-11/5

I. General Conditions of Employment, Terms of Reference (ToR)/Job Responsibilities and Pay and Allowances for each Post:

A. General Conditions of Employment for all Posts:

- i. A candidate selected for appointment shall initially be placed on probation for a period of one year before his/her appointment to regular service is confirmed. The candidate shall be liable for termination during the probation period without notice or his/her service shall not be regularized if his/her performance needs improvement.
- ii. Only upon successful completion of the probation period, the Bhutan Electricity Authority (BEA) shall issue an Order stating that the probation period has been successfully completed and his/her service has been regularized.
- iii. A candidate shall not be eligible for training while on probation period.
- iv. The probation period shall not be considered as part of active service for the purpose of promotion and long term study leave.
- v. A candidate, during probation, shall be eligible only for casual leave, medical leave, paternity leave and maternity leave and shall not earn any other form of leave.
- vi. A candidate shall not be eligible for Leave Travel Concession (LTC) during the probation period.
- vii. A candidate once appointed, shall be required to serve at least two (2) years with the BEA including the probation period(s).
- viii. The selected candidates will be required to agree to these general conditions as well as other relevant conditions by signing them before the issuance of the appointment order.
- ix. Other Conditions of Employment shall be as per BEA Service Rules and Regulations which is currently formulated.

B. ToR/Job Responsibilities and Pay and Allowances for each Post:

1. Post – Licensing Engineer (Electrical)

ToR/Job Responsibilities:

- a. Assist in preparation of the licence conditions for the construction, operation and maintenance of the generation, system operation, transmission, distribution, sale, export or import of electricity.

- b. Assist in all licensing process including in the issuance of permits to survey to the applicants.
- c. Assist in receipt of applications, and preparation of recommendations.
- d. Provide assistance to the dispute cases in relation to the licensing matters.
- e. Assist in processing amendments, modifications, or revocations of license conditions.
- f. Assist in establishing and amending of the reporting procedures.
- g. Assist other BEA departments and divisions, in the matters related to licensing, monitoring and enforcement, tariff determination, dispute resolutions, stakeholders' awareness and consumer affairs.
- h. Assist in the development of regulations, standards and codes under the Electricity Act.
- i. Perform any other duties and responsibilities delegated/assigned by the concerned Head of Department/Division and/or Chief Executive Officer of the Bhutan Electricity Authority.

Pay and Allowances:

Basic salary of **Nu.17,660-355-22,985**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

2. Post – Monitoring Engineer (Civil)

ToR/Job Responsibilities:

- a. Carry out visits to the Licensee's sites and monitor their activities in line the Act, Regulations, Codes and Standards, and their approved investment plans.
- b. Carry out visits to the Licensee's sites for investigation of safety incidents related to civil and mechanical structures.
- c. Assist the licensing process through visit of sites of the Applicant for grant of permit to survey or licence by the Authority in line with the Electricity Act.
- d. Prepare monitoring, inspection and/or investigation reports with findings/recommendations.
- e. Coordinate with the Environmental Unit for monitoring the civil installations in line with the prevailing environmental laws, and regulations.
- f. Assist in preparation and revisions of Regulations, Standards and Codes.
- g. Assist other BEA departments and divisions related to technical areas.
- h. Preparation of Bill of Quantities and Cost Estimates for BEA Secretariat office building.
- i. Act as BEA site engineer for the construction of BEA Secretariat office building.
- j. Perform any other duties and responsibilities delegated/assigned by the concerned Head of Department/Division and/or Chief Executive Officer of the Bhutan Electricity Authority.

Pay and Allowances:

Basic salary of **Nu.17,660-355-22,985**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

3. Post – Monitoring Engineer (Electrical)

ToR/Job Responsibilities:

- a. Carry out visits to the Licensee's sites and monitor their activities in line the Act, Regulations, Codes and Standards, and their approved investment plans.
- b. Carry out visits to the Licensee's sites for investigation of safety incidents.
- c. Assist the licensing process through visit of sites of the Applicant for grant of permit to survey or licence by the Authority in line with the Electricity Act.
- d. Prepare monitoring, inspection and/or investigation reports with findings/recommendations.
- e. Coordinate with the Environmental Unit for monitoring the electrical installations in line with the prevailing environmental laws, and regulations.
- f. Assist in preparation and revisions of Regulations, Standards and Codes.
- g. Assist other BEA departments and divisions related to technical areas.
- h. Perform any other duties and responsibilities delegated/assigned by the concerned Head of Department/Division and/or Chief Executive Officer of the Bhutan Electricity Authority.

Pay and Allowances:

Basic salary of **Nu.17,660-355-22,985**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

4. Post – Legal Officer

ToR/Job Responsibilities:

- a. Assist in the preparation, revision, recommendation of the dispute resolution procedures and other internal dispute settlements procedures.
- b. Assist in developing and reviewing the code of conduct of the BEA.

- c. Assist in redressing the grievances of the electricity stakeholders as per the dispute resolution procedures.
- d. Provide legal assistances to the BEA on all issues, including in reviewing the draft regulations, standards, codes and other rules developed by the BEA Secretariat from legal perspectives.
- e. Assist other BEA departments and divisions in the legal areas.
- f. Perform any other duties and responsibilities delegated/assigned by the Chief Executive Officer of the Bhutan Electricity Authority.

Pay and Allowances:

Basic salary of **Nu.17,660-355-22,985**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

5. Post – Assistant Tariff Officer

ToR/Job Responsibilities:

- a. Manage the tariff application and appraisal process for each Licensee, in accordance with regulations and the Electricity Act of Bhutan 2001.
- b. Implement tariff reviews in accordance with regulations and the Electricity Act of Bhutan 2001.
- c. Implement benchmarking or other efficiency studies to support tariff determination.
- d. Evaluate tariff applications received from Licensees, and preparation of recommendations on tariff matters.
- e. Evaluation of power purchase agreements between Licensees and Bhutanese consumers, and preparation of recommendations for approval or amendment of these.
- f. Receipt and warehousing of import and export power purchases agreements between Licensees and foreign entities.
- g. Establish and amend the reporting formats required from Licensees, in accordance with licence conditions and reporting regulations.
- h. Obtain and receive reports from Licensees.
- i. Manage the review and quality control of data submitted by Licensees, drawing on expertise from the technical department in relation to technical data.
- j. Pass the quality controlled data to the Administration and Finance Department for warehousing and publication.
- k. Monitor the impact of tariff adjustments on consumers.
- l. Perform any other duties and responsibilities delegated/assigned by the concerned Head of Department/Division and/or Chief Executive Officer of the Bhutan Electricity Authority.

Pay and Allowances:

Basic salary of **Nu.14,460-290-18,810**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

6. Post – Assistant Economist

ToR/Job Responsibilities:

- a. Prepare all economic regulations for approval of the Authority, including but not limited to the regulations relating to Tariff Determination, Accounting and Reporting and Licence Fees.
- b. Recommend and prepare amendments to economic regulations for consideration by the Authority.
- c. Support to the Technical Department in the approval of any rules, regulations and review of licence applications focussing on the economic aspects.
- d. Recommend Licence Fees for approval by the Authority and Minister.
- e. Interact with the Ministry on subsidy policy, and inclusion of such subsidy policy in tariff determination.
- f. Undertake research and information collection on different economic regulatory methodologies and assess their suitability to Bhutan.
- g. Monitor compliance of the Licensees to the economic regulations.
- h. Perform any other duties and responsibilities delegated/assigned by the concerned Head of Department/Division and/or Chief Executive Officer of the Bhutan Electricity Authority.

Pay and Allowances:

Basic salary of **Nu.14,460-290-18,810**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

7. Post – Assistant Finance Officer

ToR/Job Responsibilities:

- a. Ensure timely settlement of all bills and invoices by making sure that the bills and vouchers processed by the subordinates are scrutinized as per rules. Also check the authenticity and correctness of bills, budget code classification, fund availability, expenditure sanctions, stock entries, availability of all supporting documents and ensures statutory deductions.

- b. Control irregular, excess, inadmissible, unauthorized and unbudgeted payments by ensuring that all financial rules, regulations and procedures are strictly followed.
- c. Arrange audit of the financial affairs and operations of organizations by inviting auditors, settles financial disputes and audit observations by interpreting rules, recovering dues, and processing write-off of irrecoverable dues.
- d. Facilitates external and internal audit in consultation with his superiors and ensures that their recommendations are strictly adhered to and implemented; and is also responsible for co-ordination and settlement of audit observations/memos.
- e. Participates Autonomous Tender Committees and opens and evaluates tenders and facilitates making of decisions for award of contracts for various goods, works and services.
- f. Prevents and detects loss, waste and misuse of BEA funds and property by imposing financial by-laws, introducing internal control systems, and by taking appropriate actions against defaulters.
- g. Analyses, forecasts and recommends interim financial measures and strategies, such as budget and expenditure reductions if found necessary.
- h. Sets priorities and frameworks for heads of Departments/ Directors by setting limits and deadlines for expenditure and reporting.
- i. Submits and finalizes annual budget proposal discussions by coordinating meetings.
- j. Any other task assigned from time to time by Chief Executive Officer, Director and Chief Finance Officer.

Pay and Allowances:

Basic salary of **Nu.14,460-290-18,810**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

8. Post – Assistant Administrative Officer

ToR/Job Responsibilities:

- a. Initiate and coordinate the preparation of annual operation plan, budgets, procurement and disposal of material based on the long-term plan of the organization in close consultation with the officers of the relevant section such as finance, HR & stores.
- b. Initiate effective Management of the general administration of the organization: personal administration, property/library management/maintenance, budget requirements, procurement of office materials etc.
- c. Responsible for implementation of relevant parts of the approved operational plans.
- d. Monitor and evaluate the plan of operations, re-design plans and submit it with recommendations to the superiors if found necessary.
- e. Maintain liaison and communications with regard to the administrative matters with other relevant organizations.

- f. Coordinate various activities of the BEA as and when required including official dinners/lunches hosted by the BEA.
- g. Responsible for issuance of movement orders, proper maintenance and monitoring of the use of office pool vehicles.
- h. Responsible for Human Resources Development and Management until dedicated HRO is appointed.
- i. Perform any other duties and responsibilities delegated/assigned by the concerned Head of Department/Division and/or Chief Executive Officer of the Bhutan Electricity Authority.

Pay and Allowances:

Basic salary of **Nu.14,460-290-18,810**. Currently, there are no approved allowances for BEA employees. Allowances, if any, in future, will be as per the Bhutan Electricity Authority (BEA) Service Rules and Regulations (currently being formulated) subject to the approval of the BEA Commission.

II. Other Conditions:

- i. One candidate shall be allowed to apply only for one Post.
- ii. Applications received either with incomplete or with invalid documents shall be rejected.
- iii. Any documents with unauthorized alterations/modifications/corrections shall not be accepted.
- iv. Documents listed under Sl. Nos. 1, 2, 3, 4, 5, 6 & 8 (only if currently employed) of the Vacancy Announcement are mandatory.
- v. Documents listed under Sl. Nos. 7 and 9 of the Vacancy Announcement are optional. However, for the short listing, weightages will be given to those Certificates of Extra Curricular Activities which are achievements at the National, Regional or International levels and to those work experiences which are relevant to the Post applied.
- vi. Short listing of the candidates will be done by ranking the applicants in the order of merit on a scale of 100% by giving the following weightages:
 - 70% to academic achievement in Degree,
 - 20% to academic achievement in Class XII or equivalent/Diploma,
 - 5% to those Certificates of Extra Curricular Activities which are achieved at the National, Regional or International levels, and
 - 5% to work experiences which are relevant to the Post applied.
- vii. The names of short listed candidates will be announced through the BEA website (www.bea.gov.bt) as soon as the short listing is completed by the BEA.
- viii. The date and venue of the interview for the short listed candidates will be announced at least three (3) days prior to the actual date of interview through the BEA website (www.bea.gov.bt).
- ix. The interview for the short listed candidates will be separately marked and ranked on a scale of 100%.

- x. The final ranking of candidates will be done based on the combination of scores obtained by the candidates during the short listing phase and during the interview phase. The combined/final ranking will be done using 40% weightage from the short listing phase and 60% weightage from the interview phase.
- xi. The candidate scoring the highest in the combined/final rankings for each Post will be offered the respective Post/Job. In the event the first ranking candidate does not accept the Post/Job, the same Post/Job will be offered to the second highest combined/final ranking candidate in the order of merit. If the second highest ranking candidate also rejects the same Post/Job, the Post will be treated as Vacant and the BEA may resort to separate recruitment process.
- xii. The final results will be also made available through the BEA website (www.bea.gov.bt).
- xiii. The selected candidates will be required to join the service immediately.