

Position Title: Site Manager (Electrical)**Location:** Samrang, Sandrupjongkhar**Reports To:** Project Manager

1. Job Description:

The primary duties of this position include overseeing and managing all electrical construction, installation, testing, commissioning, and site coordination activities related to the solar power project at Samrang. The Site Manager (Electrical) shall ensure that all electrical works are executed in accordance with the approved design, technical specifications, project schedule, safety standards, and contractual requirements.

The Site Manager (Electrical) is expected to work in close coordination with the Project Manager, design consultants, contractors, vendors, and relevant agencies such as Bhutan Power Corporation (BPC), Department of Energy, and other local authorities, as applicable. The incumbent shall be responsible for ensuring timely execution, quality assurance, compliance with standards, and proper supervision of all electrical works at site including solar PV systems, inverters, transformers, switchgear, cabling, earthing, SCADA, and grid interconnection systems.

To be a successful candidate, the individual must have sound technical knowledge and practical experience in electrical systems associated with utility-scale solar projects and substations, including construction supervision, testing and commissioning, contractor management, and electrical safety practices. Experience in solar project execution, power evacuation systems, and interfacing with utilities will be an added advantage. The Site Manager (Electrical) shall work under the direct supervision of the Project Manager or any other official assigned by the management.

2. Key Responsibilities:

- Oversee and manage all electrical construction and installation works at the solar project site.
- Supervise installation of solar PV modules, string combiner boxes, inverters, transformers, HT/LT panels, switchgear, control systems, SCADA, and associated electrical infrastructure.
- Ensure all electrical works are carried out in accordance with approved drawings, specifications, standards, and contract requirements.
- Review electrical drawings, method statements, inspection requests, test procedures, and commissioning plans submitted by contractors.
- Monitor construction progress and ensure timely completion of electrical works as per the approved project schedule.
- Coordinate with civil, mechanical, and other project teams to ensure proper interface management and smooth project execution.
- Inspect materials and equipment delivered to site and verify compliance with approved technical specifications.
- Ensure proper quality control and quality assurance of all electrical works including cable laying, termination, earthing, panel installation, inverter installation, and testing.
- Witness and verify testing and commissioning activities for all electrical systems and ensure readiness for energization.
- Coordinate with Bhutan Power Corporation and other relevant agencies for grid interconnection, inspections, testing, synchronization, and energization activities.
- Ensure compliance with all applicable electrical safety standards, HSE requirements, and safe work practices at site.
- Review contractor bills, work progress reports, and measurement records related to electrical works.
- Prepare daily, weekly, and monthly progress reports on electrical works and highlight delays, risks, and mitigation measures.

- Assist management in resolving technical issues, variations, and site-related electrical matters.
- Supervise subordinate engineers, supervisors, and technicians assigned to the project.
- Maintain proper documentation of drawings, test reports, inspection records, as-built records, and commissioning reports.
- Perform any other duties as assigned by the Project Manager/ Management.

3. Qualifications and Experience:

- Candidates must have a minimum of Bachelor Degree in Electrical Engineering from a reputed institution/college.
- Must have a minimum of 5 to 7 years of relevant work experience in electrical construction, supervision, testing, and commissioning of infrastructure, industrial, renewable energy, substation, or utility-scale projects.
- Experience in solar power project construction and commissioning shall be an added advantage.

4. Skills Requirement:

- Good knowledge of utility-scale solar power systems and associated electrical infrastructure.
- Experience in installation, testing, and commissioning of inverters, transformers, switchgear, SCADA, protection systems, and power evacuation systems.
- Familiarity with relevant electrical standards, codes, and safety requirements.
- Strong ability to read and interpret electrical drawings, SLDs, schematics, and technical specifications.
- Good understanding of quality control, inspection procedures, and contractor supervision.
- Knowledge of grid interconnection requirements and coordination with utilities.
- Good planning, reporting, and coordination skills.
- Good analytical and problem-solving ability.
- Proficiency in MS Office and preparation of technical reports.

5. Documents Required:

- Updated Curriculum Vitae (CV) / Resume
- Copy of Degree Certificate and Academic Transcripts, including Class 10 and 12 transcripts/certificates.
- Valid work experience certificates/documents
- Copy of Citizenship Identity Card.
- Security Clearance Certificate (approved online)
- Medical Fitness Certificate.
- Audit Clearance (if applicable)
- List of 2 Recommendation letters from non-family related referees.
- No Objection Certificate (NOC) from employer, for candidates currently in employment.

Note: *Incomplete applications will not be considered. Only shortlisted candidates will be contacted.*

Employment Benefits:

- Corporate Allowance: 20% of basic pay per month
- Fixed Allowance: 60% of basic pay per month
- Performance Based Variable Allowance (PBVA): 36.67% of basic pay