

GreenDigital Limited
Terms of Reference
ToR of Technical Supervisor (Electrical), Operations, Projects & Contract Management
Department

The primary duties of this position include operation and maintenance of distribution systems (medium voltage and low voltage) for a particular industry. Technical Officers are expected to work in close coordination with the Engineers as well as with the relevant agencies like Bhutan Power Corporation (BPC), contractors, vendors etc. Need to maintain a reliable power supply for the industry.

To be a successful candidate, you will need to have a strong understanding of the overall distribution system and LV & MV switchgears and even with HV (High Voltage), or even ELV (Extra-Low Voltage) and EHV (Extra-High Voltage). Experience and knowledge in Supervisory Control and Data Acquisition (SCADA) and Distribution Management System (DMS) will have an added advantage. The Technical Officer shall work under the direct supervision of the Associate Director or the Sr Analyst/Analyst who has been given the role to supervise the vibrant team at the project site.

Specific Duties and Responsibilities:

- Manage distribution systems for a particular industry.
- Plan and carryout operation and maintenance of distribution systems including LV system.
- Monitor distribution system parameters like voltage, frequency, harmonics, load balancing etc.
- Calculate and set protection parameters for LV and MV switchgears.
- Reliability Analysis for equipment and system.
- Carryout monthly energy consumption forecast.
- Coordinate with BPC and other relevant stakeholders for the successful maintenance and administration of the power supply.
- Motivate and manage subordinate staff members.
- Prepare monthly/annual reports.
- Provide support for integration and connectivity APIs to NOC.
- Assist manager, power supply system's assistant engineers and technicians in performing the operation and maintenance of power plants.
- Provide support for integration and connectivity APIs to NOC.
- Ensure that the problems related to power supply systems are resolved in a timely and effective manner.
- Ensure power plant availability & reliability of the power systems.
- Perform preventive maintenance of power plants annually as one of the preventive measures in close coordination with the site engineers, analyst, project manager or the Associate Director.
- Perform such other assignments, as required by the Supervisor or the Associate Director.

Qualification & Experience Requirement:

- Candidates must have a minimum of Diploma in Electrical Engineering (min. 2 years course duration) from a reputed Institutions/Colleges and must have a minimum of 3 years of relevant work experience (excluding the study period).

Skill Requirement:

- Good knowledge/skill in power system analysis.
- Experience in operation and maintenance of distribution systems (33 kV system and below including low voltage (LV) system), high voltage (HV) and Extra High Voltage (EHV).
- Experience in operation and maintenance of distribution transformers
- Sound knowledge in Distribution Protection System
- Aware of distribution system standards
- Skill in underground cable (UG) system design, operation and maintenance.
- Aware of power tariff, energy and revenue forecast.
- Good analytical skill.

Other requirements

- Curriculum Vitae.
- Copy of Diploma Certificate and Academic transcripts, Academic Transcript of Class 10 & 12
- Letter of job experience
- Copy of Citizenship ID Card.
- Security Clearance Certificate (approved online).
- Medical Fitness Certificate.
- Audit Clearance (if applicable)
- Recommendation letters from non-family related referees.

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing pay scale.

Place of Posting *(TBD)*