



Terms of Reference

POSITION DESCRIPTION

Position Title	: Jr. Electrical Engineer
Position Level	: 9 (S)
Terms	: Regular
Place of Posting:	Any one of the Gyalsung Academy (Tareythang, Jamtsholing, Pemathang, Gyalposhing and Khotokha)
Pay Scale	: 18,955- 475-28,455. <i>Other benefits as per the Company's Service Rule</i>
Reports to	: GM, FM Division, Head Office, Thimphu

Job Responsibilities of Junior Electrical Engineer:

Following are the job responsibilities of the Jr. Electrical Engineer (Diploma in Electrical Engineering). Initially, his/her responsibilities are but not limited to the following:

1. Oversee operation and maintenance electrical systems (Lighting, HVAC, electrical, etc.)
2. Facilitate communication between project team Gyalsung Academy construction, Operation & Maintenance team of DFG and Head Office
3. Observe and learn the operation of new equipment and systems being installed at respective Gyalsung Academic Project.
4. Assurance of quality of work at the site.
 - i. Execution of electrical works at the site as per the design and drawing.
 - ii. Daily supervision at site.
 - iii. Ensure smooth progress of the work.
 - iv. Maintenance of quality of materials.
 - v. Supervise and report work progress to the General Manager.
5. Liaise with other stakeholders such as BPC in liaising the requirement such as Transformer, substation, mini and feeder pillars, etc.
6. Measure and record the completed works in the measurement book (MB) at the site for bill payment.
7. Design of all electrical works/Compound lighting/Street Lighting Works and prepare detailed drawings with prevailing specifications.



8. Carry out detailed cost estimates and prepare Bill of Quantities.
9. Verify bills submitted for payment and forward them to the Head office on time.
10. Diagnose and resolve electrical issues promptly to minimize downtime.
11. Maintain a daily record of works carried out, if assigned to site.
12. Maintain a record of materials delivered at the site.
13. Maintain site order book and other records as appropriate.
14. Assess and verify time extensions, variations, and other claims submitted by the Contractor before submitting them to higher authority for approval.
15. Check the quality of works and maintain test reports for site materials and works.
16. Coordinate with external service providers and contractors for specialized maintenance tasks.
17. Assist team in conducting coordination meetings and preparation of maintenance reports.
18. Prepare plans, budgets, forecasts, and reports for the project.
19. Escalate relevant issues to higher management on time.
20. Support in the fulfillment of the roles and responsibilities of the General Manager.
21. Ensure adequate safety at the work sites.
22. Ensure rapid and effective response to emergencies.
23. Liaise with relevant stakeholders and seek Brand approval.
24. Any other assignments assigned by NHDCL.



Required Qualification:

- Education : Diploma in Electrical Engineering
Training : Electrical Work
Experience : Prefer experienced candidates but fresh ones can apply

Knowledge of language(s) and other specialized requirements:

Must have a firm grasp of technical skills, maintain electrical systems and must have good computer knowledge. Required management skills, good communication skills in both Dzongkha and English, and must have strong interpersonal skills.