

Position Title: Associate Director

Department: Operations, Projects & Contract Management Department (OPCMD)

Location: GreenDigital Limited, HQ, Motithang, Thimphu

Reports To: Chief Executive Officer (CEO)

1. Job Description

The Associate Director (AD) of Operations, Projects & Contract Management Department (OPCMD) will be responsible for the following key areas:

- Overseeing the operation and maintenance of electrical, civil, communication, and other infrastructural assets.
- Planning and executing infrastructure projects, ensuring they are completed on time, within budget, and in compliance with regulatory and quality standards.
- Providing strategic leadership and guidance to the Operations, Projects & Contract Management Department.

This role entails executive-level decision-making, resource optimization, and process enhancements to improve operational efficiency. As a head, the AD will mentor team members, promote cross-functional collaboration, and cultivate a high-performance culture in alignment with organizational objectives.

2. Key Responsibilities

The AD as the Head of the department shall be responsible for the following:

a. Operation and Maintenance of Infrastructures:

- Overseeing the overall operation and maintenance of GDL infrastructures.
- Conducting timely testing of electrical equipment to ensure optimal performance.
- Monitoring and developing strategies for equipment procurement and replacement.
- Coordinating with relevant stakeholders to ensure smooth operations.
- Preparing daily, monthly, and annual performance reports for all mining farms and other operational activities.

b. Project Planning & Development:

- Lead the planning and development of infrastructure projects, ensuring alignment with organizational goals and regulatory requirements.
- Conduct feasibility studies, risk assessments, and cost-benefit analyses for new projects.
- Collaborate with stakeholders.

c. Project Execution & Monitoring:

- Oversee the execution of infrastructure projects, ensuring they are completed on time, within budget, and to the required quality standards.
- Monitor project progress, identify potential risks, and implement corrective actions as needed.
- Ensure compliance with safety standards, environmental regulations, and industry best practices.

d. Stakeholder Management:

- Liaise with internal departments/division/units, and external agencies like contractors, government agencies, regulators and other stakeholders to ensure smooth project execution.
- Prepare and present project updates, reports, and recommendations to senior management.

e. Team Leadership:

- Supervise and mentor operation and project teams, ensuring effective collaboration and high performance.
- Foster a culture of continuous improvement and innovation within the department.

3. Key Competencies and Skills Required

- Comprehensive knowledge of the electrical industry, particularly in the operation and maintenance of electrical infrastructures.
- Experience in overall project management and monitoring.
- Strong understanding of electrical engineering principles, standards, and practices.
- Familiarity with regulatory requirements and safety standards relevant to the electrical infrastructure sector.

Additionally, he/she must have:

- Excellent leadership, communication, and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Ability to work under pressure and manage multiple projects simultaneously.
- Willingness to travel to project sites as required.

4. Qualifications and Experience

He/she must/should have:

- Degree in Electrical or Power engineering.
- Master's degree in relevant fields such as MBA, Engineering, Project Management, or equivalent (preferred).
- Minimum 10 years of relevant professional experience in electrical industry, including 3+ years in a senior or managerial role in electrical industry or similar companies/agencies.

5. Other requirements

- Copy of bachelor's degree certificates and academic transcripts
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- Recent Curriculum Vitae.
- Copy of Citizenship ID Card.
- Valid Security Clearance Certificate (approved online).
- Valid Audit Clearance Certificate for Interview.

6. Employment Terms and other benefits

- Pay and benefits shall be fixed within the existing pay scales.
- An initial four-year (4) contract, with the possibility of renewal contingent upon individual performance and the needs of GDL.