

## Executive Engineer (Electrical)

<b>Job Title</b>	Executive Engineer (E)
<b>Position Level</b>	Managerial
<b>Reports to</b>	Head (CoEACaP)
<b>Function</b>	Assists Head, CoEACaP to oversee the overall operation of CoEACaP in planning, organizing, coordinating the routine services delivery and also conducting the applied research in relevant field.
<b>Location</b>	HRDC, Rinchentshe

### Purpose of Job

- To support Head, CoEACaP in providing engineering expert and testing services in the field of automation, control and protection including data interpretation, analysis and reporting of results & findings.
- To support & conduct applied research in relevant fields

### Duties, Responsibilities and Accountabilities (DRA)

1. Assist the Head, CoEACaP in proper management, planning & smooth execution of the routine tasks of CoEACaP.
2. Support Head, CoEACaP in ensuring the equipment requirements and systematically reviewing and managing the assets.
3. Take the role of **group lead** in various internal workgroups segregated within CoEACaP, viz. *Control System Analysis (CSA)*, *Network Protection and Automation (NPA)* & *Diagnostic and High Voltage (DHV)* workgroups, in planning & managing the respective workgroup activities & the associated testing and analyses.
4. Assist Head, CoEACaP in taking a lead role in planning and developing an in-house capability in the field of electrical testing, automation, control and protection system.
5. Ensure testing & associated analyses are carried out in accordance with internationally accepted/established test methods and that results are accurate and properly interpreted.
6. Get specialized in various electrical testing and associated analyses.
7. Support Head, CoEACaP in ensuring better work performance and enhancing the efficiency of the team mates/co-workers.
8. Coordinate and responsible for planning and management of CoEACaP's budget.
9. Take a lead role and support Head, CoEACaP in successful completion of applied research activities taken up by CoEACaP in relevant fields.

10. Be a resource person in respective work areas & periodically conduct trainings in association with Hydropower Training Centre to the DGPC power plant engineers and technicians.
11. Adhere to defined occupational health, safety and welfare policies and procedures related to the work being undertaken in order to ensure own safety and that of other in the workplace
12. Supervision of electrical field tests and provide necessary guidance to test engineers/technicians wherever required, in successful conducting of activities
13. Provide the required guidance and/or execute field tests in person wherever required for critical tasks. Also provide general guidance to the workgroup officials, wherever required, pertaining to completing their yearly EAS targets

<b>Functional Dimensions Contextual Information</b>	
<b>Staff</b>	Staff who has direct link and association shall report to him or her
<b>Internal/External Roles</b>	<p><b>Internal:</b> Monitor &amp; assist the performance of all the staff /associates assigned to respective workgroups under CoEACaP and maintain a good working relationship with them &amp; the staffs within other workgroups / units / divisions under HRDC.</p> <p><b>External:</b> Maintain good relationship with other agencies, whenever required to be associated with.</p>
<b>Qualification</b>	B.E/B.Tech. in Electrical Engineering/ Bachelor in Power Engineering
<b>Knowledge, Skills, Abilities and Experience</b>	<ul style="list-style-type: none"> <li>• Should have adequate knowledge in general for various areas of electrical tests and analyses associated with O&amp;M hydropower plant's assets. Able to build testing forms and define optimized maintenance and test periods. Should possess basic operation skills associated with all the tests &amp; equipment handled by the respective workgroup. In-depth knowledge in electrical measurement technologies. Should have broad understanding of HRDC and its business including current as well as future HRDC business, with prime focus on the responsibilities particularly shouldered by CoEACaP</li> <li>• 10 Years of Experience in electrical/instrumentation/control engineering</li> </ul>

<b>Key Performance Measures</b>
<ol style="list-style-type: none"><li>1. As per the TAS targets and EAS targets.</li><li>2. Ability to timely plan, manage &amp; deliver the overall workgroup roles</li><li>3. Ability to assist in conducting applied research in the relevant fields</li><li>4. Any other measures as determined by Head (CoEACaP), GM (HRDC) and DGPC management</li></ol>