

Salleri Chialsa Electricity Company Ltd.

Salleri, Solukhumbu

JOB DESCRIPTION

Name:

Appointment date:

Post /Title: Technical Officer (TO)

Category: III

Level: 10

Duration: Permanent Post

Duty Station: SCECO HQ. Salleri, Solukhumbu, Nepal.

Accountability: DH/TO be accountable to as per the hierarchical order mentioned in The “SCECO Service Rules”.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL OPERATION , MANAGEMENT AND MAINTENANCE:

- As a head of the Technical Division, DH/TO is responsible for the overall operation/management and maintenance of the infrastructure of SCECO and is the member of the “SCECO Executive Body” (GM, DGM, TO, AO).
- Ensure reliable, safe and uninterrupted power supply to the customers.
- As a technical advisor make plans, programs to ensure technical development.
- Submit short/medium and long-term maintenance programs to the management and carry out with full responsibility of repair and maintenance action of the technical system.
- DH/TO is fully responsible for the day-to-day operation of the electrical supply system (generation, transmission, distribution).
- Undertake technical actions as/when required for smooth operation and management of the system.

- -Prepare and verify design and estimation of HT (11kV) or LT (380/220 V) line extension and submit to DGM or GM for final approval.
- Prepare estimations and specifications of technical machines, tools and equipment for procurement to ensure effective and efficient operations of power plant, transmission and distribution system.

2. REPORTING

- Make sure the daily log sheets are filled accordingly.
- Prepare the monthly power generation report.
- Provide all relevant information and statistical basis of operation and management of system to DGM and GM.
- Report annually to the management regarding the performance of each technical staff with performance evaluation sheet.

3. PERSONNEL

- Guide and supervise SCECO technical staff members.
- Report the daily operation and management works to DGM/GM and keep the record of overall performance of technical staff and progress report.
- Monitor and verify working hours of labors and recommend account department for payment.
- DH/TO is responsible for maintaining discipline within the Technical Division (promotion, technical & admin. training on the job, punishment).

4. FINANCE

- Manage and supervise SCECO Stores (at HQ and at PS);
- Keep information and monitor regularly on flow of goods and keep their record.
- Report in time the consumable and spare parts required.

5. OTHERS

- Advise the management to possibilities how to improve the load factor and station factor and how to avoid load shedding.

- Prepare power house duty schedule and meter reading schedule of technical staff.
- Provide general and technical advice (in accordance to the SCECO Policy Handbook) to the customers.
- DH/TO is responsible of all aspects of technical services (new connection, reconnection, disconnection, level change etc.)
- -Responsible for customers requests and application regarding technical issues
- Maintain excellent public relation with the customers, ad-hoc committees and shareholders.
- Keep close contact with the people concerned and get their feedback from time to time.

6. Meetings:

- Attend regularly weekly meetings of the “executive body” of SCECO and report the technical activities.
- Convene the fortnight technical staff meeting.
- Have regular exchange of information with the Management.

7. Relief Staff

- In the absence of DH/TO, a competent technical staff (TO decides) assumes DH/TO’s duties.

8. Changes / Modification

- With the mutual consent this job description can be amended at any time. Major amendments have to be done in writing.

Hierarchical position and subordination as per “Service Rules SCECO” and its organization chart.

Approved by the Board of Directors on: _____

Acknowledgment:

Technical Officer SCECO: _____ Date: _____

General Manager SCECO: _____ Date: _____

TOR updated on:

FN: TOR-10.DOC