



མངའ་བདག་ཀྱིས་པོ་ཡིག་ཚང་།
HIS MAJESTY'S SECRETARIAT
DE-SUUNG SKILLING PROGRAMME
NORION RENEWABLE ENERGY LIMITED
Motithang, Thimphu: Bhutan



Term of Reference (TOR)

1. Position Title: Engineer (Electrical)

2. Grade: B1/NRG 7

3. Duration and Remuneration:

- i. The employment will be on a regular, full-time basis, subject to a probation period of six (6) months, and will continue unless terminated by either party in accordance with the company's policies and applicable employment terms.
- ii. The remuneration package and other benefits shall be as per **Annex 1**.

4. Job Responsibilities for Electrical Engineer

The Engineer will be responsible for providing technical support and assisting in the design, implementation and management of solar energy projects. They will work under the guidance of Chief Executive Officer/Project Director, Senior Engineers and contribute to the successful delivery of solar projects.

- a) Assist in conducting site assessments, feasibility studies, and solar resource evaluations for utility-scale and rooftop solar PV projects.
- b) Support the design and engineering of solar PV systems, including DC and AC system sizing, string sizing, inverter selection, transformer sizing, and component selection.
- c) Assist in the design and optimization of fixed tilt systems, single-axis tracker systems, hybrid solar systems, and Battery Energy Storage Systems (BESS).
- d) Collaborate with engineering teams to prepare technical drawings, plant layouts, single-line diagrams (SLDs), specifications, calculations, and engineering documentation.
- e) Support DC and AC electrical system design, including cable sizing and routing, voltage drop calculations, protection systems, switchgear selection, earthing, and lightning protection systems.
- f) Assist in conducting power system studies such as load flow analysis, short circuit studies, harmonic analysis, reactive power compensation, and protection coordination studies.
- g) Support grid interconnection and synchronization activities in compliance with utility standards, grid codes, IEC, IEEE, and NEC standards.
- h) Assist in the installation, testing, and commissioning of solar PV systems, substations, SCADA



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systems, protection relays, transformers, and associated electrical equipment.

- i) Participate in relay testing, transformer testing, insulation resistance testing, continuity testing, grid synchronization testing, SCADA integration testing, and performance ratio (PR) testing.
- j) Support solar EPC project execution activities, including construction supervision, electrical installation management, cable laying and termination supervision, and contractor coordination.
- k) Assist in procurement activities, including supplier evaluation, technical assessment, material inspection, FAT/SAT testing, and preparation of technical documentation.
- l) Conduct research on emerging solar technologies, renewable energy integration, hybrid microgrid systems, and industry best practices to support innovation and continuous improvement.
- m) Prepare technical reports, feasibility reports, proposals, commissioning reports, operation manuals, and project-related documentation.
- n) Support Operations and Maintenance (O&M) activities, including plant performance monitoring, fault diagnosis, troubleshooting, preventive maintenance, predictive maintenance, and reliability improvement studies.
- o) Assist in monitoring and optimizing the performance of inverters, transformers, SCADA systems, and other electrical equipment to improve energy generation efficiency.
- p) Ensure compliance with QA/QC standards, health, safety, and environmental (HSE) requirements during project execution and commissioning activities.
- q) Stay updated with advancements, regulations, standards, and best practices related to solar energy, renewable energy systems, substations, and grid integration technologies.
- r) Participate in technical training programs, workshops, and professional development activities to enhance engineering knowledge and practical skills.
- s) Contribute to the continuous improvement of engineering processes, project execution procedures, and operational efficiency in solar project implementation.
- t) Assist in administrative activities, including file keeping, ERP management, documentation control, technical correspondence, and project record management.
- u) Utilize engineering and renewable energy software such as PVsyst, ETAP, Dig SILENT Power Factory, AutoCAD Electrical, Helioscope, MATLAB/Simulink, HOMER Pro, and PSCAD for system design, analysis, simulation, and project execution activities.



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5. Qualifications:

The candidate for the position of Engineer should possess the following qualifications:

- The candidate must process a Bachelor's Degree (full time) in Electrical Engineering (EE)/ Power Engineering from a recognized institution;
- Strong knowledge of solar photovoltaic systems, inverters, switchgear, protection, transformers, energy storage, monitoring systems, and other electrical-related components.
- Multidisciplinary coordination capability.
- Familiarity with safety procedures and regulations related to electrical installation and renewable energy systems.
- Proficiency in using computer-based design, engineering, simulation, and maintenance tools/ software for Solar Power Projects like AutoCAD, SketchUp, PVsyst, etc.;
- Excellent communication and interpersonal skills, with the ability to work effectively in a team and coordinate with various stakeholders.
- Fluency in written and spoken English is required. Knowledge of the local language is desirable.

6. Reporting and Supervision

The Engineers will report to the Chief Executive Officer/Project Director or designated supervisor. They will work closely with the Project Implementation Team and collaborate with other relevant stakeholders as necessary.

Annex 1:



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Remuneration Package:

A) Engineer

Position Title	Position Level	Basic Pay	Increment	Maximum	Corporate Allowance (20%)	Fixed Allowance (60%)	Gross	Remarks
Engineer (Electrical)	B1/P4/D RG7	31,605	790	47,405	6,320	18,965	56,890	

Remarks: All other benefits are based on performance and other entitlements as per NREL SRR.