

Job Title:	Procurement Officer	Work Location:	Greater Malé Region
Division:	Procurement	Employment Type:	Full-time
Deadline:	20th May 2026, before 12:00 PM		

Key Responsibilities

- Assist in the end-to-end procurement process, including sourcing, requesting quotations, preparation of purchase requisitions and purchase orders, and delivery follow-up in accordance with approved procedures.
- Liaise with internal departments to understand procurement requirements, ensure accurate specifications, and obtain necessary approvals within delegated financial limits.
- Obtain quotations from approved suppliers and support comparative evaluations based on price, quality, delivery timelines, and compliance with specifications.
- Coordinate with suppliers on order confirmations, delivery schedules, and issue resolution, and assist in resolving discrepancies related to quantities, specifications, or delivery issues.
- Track procurement requests and follow up on pending approvals, deliveries, and payments to ensure timely completion of procurement activities.
- Coordinate with Finance and Stores/Warehouse teams to ensure accurate receipt of goods, proper documentation, and timely invoice processing.
- Maintain accurate and complete procurement records, including quotations, contracts, approvals, and supplier documentation, and support internal and external audit requirements.
- Perform any other duties as may be assigned by the Management.

Minimum Qualifications and Experience

- Diploma (MQA Level 6 or 5) in Business Administration, Procurement, Supply Chain Management, Accounting, or related discipline with a minimum of one (1) to two (2) years of relevant experience.
OR
- Completion of GCE A-Level or equivalent, with a minimum of four (4) to five (5) years of relevant professional experience.
- Hands-on experience in core procurement operations, including sourcing and quotation processes, purchase requisitions and purchase orders, supplier coordination, delivery follow-up, documentation management, and support for invoice processing and audit requirements.

Salary & Benefits

- Remuneration between MVR 12,000 – MVR 15,000
- Other benefits governed by applicable laws and the Corporation’s policies

How to Apply: Interested candidates are invited to submit the following documents via email to hr@statepharma.mv

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|-----------------------------------------------|--------------------------------------------------------|
| • Updated Curriculum Vitae (CV) | • MQA accredited and attested educational certificates |
| • Copy of National ID Card | • Experience letters and service records |
| • Recent passport-size photograph (soft copy) | |

Please use the subject line: **Application for Procurement Officer**
Incomplete applications and applications received after the deadline will not be accepted.

For queries, please contact Human Resources at hr@statepharma.mv