بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-102

Job Title:	Senior Regulatory Affairs Officer	**Work Location:**	Greater Malé Region
Division:	Compliance	**Employment Type:**	Full-time
Deadline:	**10th June 2026, before 12:00 PM**		

Key Responsibilities

- Prepare, review, and submit comprehensive product registration and licensing applications to ensure compliance with all relevant regulatory frameworks.
- Maintain and update all regulatory dossiers, product documentation, and technical files to guarantee they reflect current global guidelines.
- Strategically track and manage lifecycle milestones, including registration timelines, upcoming renewals, and agency approvals to avoid business disruption.
- Lead and coordinate cross-functional responses to complex inquiries and information requests from regulatory authorities.
- Proactively monitor the validity and status of all operational permits, establishment licenses, and official certificates.
- Establish and maintain robust regulatory databases and physical or digital filing systems to ensure data integrity and easy accessibility.
- Provide critical support during regulatory agency inspections and internal compliance audits, ensuring all documentation is organized and audit ready.
- Perform any other duties as may be assigned by the Management.

Minimum Qualifications and Experience

- Bachelor's degree (MQA Level 7 or 8) in Pharmaceutical Sciences, Biomedical Sciences, or a related discipline, with one (1) to three (3) years of relevant professional experience;
  OR
- Diploma (MQA Level 5 or 6) in Pharmaceutical Sciences, Biomedical Sciences, or a related discipline, with four (4) to six (6) years of relevant professional experience.
- Experience in managing product registration activities, preparing regulatory documentation, and ensuring compliance with applicable regulatory requirements.

Salary & Benefits

- Remuneration between MVR 19,000 – MVR 20,200 based on qualifications and experience
- 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

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

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

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