

Job Title:	Assistant Manager, HR (2 Positions)	Work Location:	Greater Malé Region
Division:	Resource	Employment Type:	Full-time
Deadline:	7th June 2026, before 12:00 PM		

Key Responsibilities

- Oversee and optimize end-to-end employee lifecycle processes, including recruitment documentation, onboarding, probation, renewals, transfers, and separations.
- Manage and audit employee benefits, attendance, leave administration, and monthly payroll processing to guarantee accuracy, confidentiality, and compliance with statutory requirements.
- Lead the implementation of training, development, and employee engagement initiatives, ensuring they align with broader organizational goals.
- Supervise HR system administration (HRMS), ensuring data integrity, secure record-keeping, and the continuous improvement of operational workflows.
- Support employee relations cases, including disciplinary actions, grievances, and performance matters, by providing procedural guidance to line managers.
- Drive the development and review of HR policies, frameworks, and charters, ensuring absolute alignment with the Employment Act of Maldives.
- Supervise and mentor junior HR team members, managing their daily workflows and supporting their professional performance.
- Perform any other duties as may be assigned by the Management.

Minimum Qualifications and Experience

- Bachelor’s Degree (MQA Level 7 or 8) in Human Resource Management, Business Administration, Psychology or a related discipline, with three (3) to four (4) years of relevant professional experience; OR
- Diploma (MQA Level 5 or 6) in Human Resource Management, Business Administration, Psychology or a related discipline, with five (5) to six (6) years of relevant professional experience.
- Advanced proficiency in HR operations, statutory record-keeping, and procedural management, with the capability to champion organizational policies and successfully administer corporate HR systems.

Salary & Benefits

- Remuneration between MVR 23,000 – MVR 24,200 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

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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 Assistant Manager, HR**
Incomplete applications and applications received after the deadline will not be accepted.

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