

<b>Job Title:</b>	Human Resource Officer (5 Positions)	<b>Work Location:</b>	Greater Malé Region
<b>Division:</b>	Resource	<b>Employment Type:</b>	Full-time
<b>Deadline:</b>	<b>11<sup>th</sup> June 2026, before 12:00 PM</b>		

**Key Responsibilities**

- Assist in administering employee lifecycle processes, including recruitment documentation, onboarding support, confirmations, contract renewals, transfers, and separations.
- Maintain employee personal files, HR records, and documentation, ensuring accuracy, confidentiality, and proper filing in line with approved procedures.
- Support attendance and leave administration by updating records, preparing summaries, and assisting with verification in accordance with approved policies.
- Assist with payroll preparation by compiling attendance, leave, and basic payroll inputs for review.
- Support administration of employee benefits by maintaining records, assisting with enrolments, and responding to basic employee queries.
- Provide administrative and coordination support for HR initiatives such as training programmes, inductions, employee engagement activities, and internal communications.
- Assist in HR system data entry, updates, and basic reporting, and support routine HR process improvements as directed.
- Provide administrative support to employee relations processes, including preparation of documents, meeting coordination, and record-keeping under supervision

**Minimum Qualifications and Experience**

- Diploma (MQA Level 5 or 6) in Human Resource Management, Business Administration, or a related discipline, with one (1) to two (2) years of relevant HR or administrative experience;  
OR
- Completion of GCE A-Level or equivalent, with three (3) to four (4) years of relevant office administration or HR support experience.
- Basic understanding of HR operations, record-keeping, and workplace procedures, with willingness to learn HR policies and systems.

**Salary & Benefits**

- Remuneration between MVR 13,000 – MVR 14,000 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](mailto: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 Human Resource Officer**  
Incomplete applications and applications received after the deadline will not be accepted.

For queries, please contact Human Resources at [hr@statepharma.mv](mailto:hr@statepharma.mv)