

Job Title:	Assistant Manager, Facilities	Work Location:	Greater Malé Region
Division:	Resource	Employment Type:	Full-time
Deadline:	14th June 2026, before 12:00 PM		

Key Responsibilities

- Oversee the maintenance and smooth operation of offices, warehouses, pharmacies and other facilities to ensure uninterrupted supply chain and administrative functions.
- Ensure facility infrastructure (including electrical systems, cold storage support systems, and security systems) is functional, safe, and maintained in good working conditions.
- Coordinate preventive and corrective maintenance activities for all facility equipment to minimize downtime and operational disruptions.
- Supervise facility service providers, contractors, and cleaning/security teams to ensure service quality, compliance, and adherence to contractual terms.
- Support proper storage conditions by ensuring facilities meet required environmental standards (e.g., temperature, humidity control for pharmaceutical storage areas).
- Ensure compliance with health, safety, and environmental standards across all facilities, including warehouse safety and fire prevention measures.
- Assist in facility inspections, audits, and internal compliance checks, ensuring documentation and readiness for review by authorities.
- Maintain accurate records of maintenance activities, asset registers, service contracts, and facility-related documentation for reporting and audit purposes.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Construction Management, Business Administration, Project Management, or a related discipline, with three (3) to four (4) years of relevant professional experience;
OR
- Diploma (MQA Level 5 or 6) in Construction Management, Business Administration, Project Management,, or a related discipline, with five (5) to six (6) years of relevant professional experience.
- Strong experience in facilities operations and maintenance coordination, including vendor management, contract administration, and ensuring compliance with safety and operational standards.

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

- | | |
|---|--|
| • 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, Facilities**
Incomplete applications and applications received after the deadline will not be accepted.

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