

<b>Job Title:</b>	Procurement Officer (5 Positions)	<b>Work Location:</b>	Greater Malé Region
<b>Division:</b>	Procurement	<b>Employment Type:</b>	Full-time
<b>Deadline:</b>	<b>14<sup>th</sup> June 2026, before 12:00 PM</b>		

**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 13,000 – MVR 14,000
- 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](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 Procurement 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)