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|--------------------|--------------------------------------------------|-------------------------|-----------|
| <b>Job Title:</b>  | Paralegal                                        | <b>Work Location:</b>   | Malé      |
| <b>Department:</b> | Legal                                            | <b>Employment Type:</b> | Full-time |
| <b>Deadline:</b>   | <b>7<sup>th</sup> July 2026, before 12:00 PM</b> |                         |           |

#### Key Responsibilities

- Provide legal administrative and paralegal support to ensure effective handling of corporate, contractual, and regulatory matters of the organization.
- Assist in drafting, reviewing, and maintaining contracts, agreements, and other legal documents.
- Support compliance activities by maintaining legal records, tracking regulatory requirements, and ensuring adherence to applicable laws and internal policies.
- Conduct legal research and gather relevant information to support case preparation, advisory work, and decision-making.
- Coordinate with internal departments and external legal counsel on ongoing legal matters and documentation requirements.
- Assist in managing litigation-related documentation, including filing, tracking, and maintaining case records.
- Ensure proper documentation, organization, and confidentiality of all legal and corporate records.
- Perform any other duties as may be assigned by the Management.

#### Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Law (LLB), Legal Studies, or a related discipline.  
OR
- Diploma (MQA Level 5 or 6) in Law, Legal Studies, Paralegal Studies, Corporate Governance, or a related discipline, with one (1) to two (2) years of relevant legal, governance, compliance, or administrative experience;
- Basic understanding of legal and corporate compliance processes, record-keeping, and office procedures, with willingness to learn legal documentation, contract management, and regulatory requirements.

#### Salary & Benefits

- Remuneration between MVR 15,300 – MVR 16,300 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 [careers@statepharma.mv](mailto:careers@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 Paralegal**

Incomplete applications and applications received after the deadline will not be accepted.

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