

Job Title:	Human Resource Officer (2 Positions)	Work Location:	Greater Malé Region
Division:	Resource	Employment Type:	Full-time
Deadline:	11th July 2026, before 12:00 PM		

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 of MVR 13,000
- 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 careers@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 careers@statepharma.mv