

Job Title:	Bureau Officer (2 Positions)	Work Location:	Malé
Division:	Executive Bureau	Employment Type:	Full-time
Deadline:	22 July 2026, before 12:00 PM		

Key Responsibilities

- Provide administrative and secretarial support to the Executive Bureau.
- Prepare and organize official letters, reports, meeting documents, and other correspondence.
- Assist in coordinating meetings, including preparing agendas, and taking minutes.
- Support the implementation and tracking of decisions made by the Executive Bureau.
- Act as focal point for internal coordination across Divisions.
- Liaise with external stakeholders, partners, and institutions as required.
- Assist in the planning and coordination of bureau activities, projects, and initiatives.
- Maintain work plans, schedules, and basic tracking records for assigned tasks.
- Support the planning and monitoring of activities by maintaining schedules and progress trackers.
- Perform other administrative and coordination duties assigned by the Executive Bureau or supervisor.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Business, Project Management, or a related discipline, with a minimum of two (2) to three (3) years of relevant experience.
- Completion of GCE A-Level or equivalent, with 4–5 years of relevant experience in office administration, coordination, or bureau support functions.
- Understanding of pharmaceutical sales, knowledge of common products, and regulatory compliance will be an added advantage.

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

- Updated Curriculum Vitae (CV)
- Copy of National ID Card
- Recent passport-size photograph (soft copy)
- MQA accredited and attested educational certificates
- Experience letters and service records

Please use the subject line: **Application for Bureau Officer**

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

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