

Job Title:	Senior Manager, Human Resource	Work Location:	Greater Malé Region
Division:	Resource	Employment Type:	Full-time
Deadline:	5 September 2026, before 12:00 PM		

Key Responsibilities

- Oversee HR operations, recruitment, workforce planning, talent management, performance management, and employee relations in alignment with organisational objectives.
- Develop and implement HR policies and procedures while ensuring compliance with the Employment Act of Maldives and relevant regulations.
- Oversee training, career development, employee engagement, and organisational development initiatives.
- Provide professional HR advice to Management and line managers on employee and workforce-related matters.
- Lead, supervise, and develop the HR team while ensuring effective delivery of HR services.
- Monitor HR data and prepare reports for Management while identifying opportunities to improve HR processes and service delivery.
- Manage grievances, disciplinary matters, workplace conduct, and other employee-related issues fairly and confidentially.
- Support organisational restructuring, process improvements, digital transformation, and other change initiatives.
- Perform any other duties as may be assigned by the Management.

Minimum Qualifications and Experience

- Master's Degree (MQA Level 9) in Human Resource Management, Business Administration or a related discipline, with three (3) to four (4) years of relevant professional experience;
OR
- Bachelor's (MQA Level 7 or 8) in Human Resource Management, Business Administration or a related discipline, with five (5) to six (6) years of relevant professional experience.
- Advanced proficiency in HR operations, statutory record-keeping, and procedural management, with the capability to champion organizational policies and successfully administer corporate HR systems.

Salary & Benefits

- Remuneration of MVR 35,000
- 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 Senior Manager, Human Resource**

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

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