

Job Title:	Standards & Performance Officer	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	6th September 2026 before 12:00 PM		

Key Responsibilities

- Provide day-to-day support for the application of approved operational and quality standards within warehouse and pharmacy operations.
- Check operational practices and records for alignment with approved SOPs, GDP, GSP, ISO requirements, Quality Assurance policies, and applicable regulatory requirements.
- Gather, organise, and maintain data relating to operational quality, compliance, and performance indicators.
- Document identified deviations and update records relating to corrective and preventive actions (CAPAs) for further review and follow-up.
- Maintain current versions of operational procedures, quality documents, and ISO-controlled records in line with document-control requirements.
- Compile and arrange supporting information for regulatory inspections, Quality Assurance audits, ISO audits, and other external assessments.
- Verify assigned records relating to cold chain conditions, inventory quality, batch and lot traceability, FEFO, product recalls, and non-conforming products, and refer concerns to the relevant senior staff.
- Work with Warehouse Operations, Pharmacy Operations, Quality Assurance, Regulatory Affairs, and other relevant teams to collect information and support assigned standards and performance activities.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Business Administration, Data Analytics, Health Sciences, Supply Chain Management or a relevant discipline, with a minimum of (2) to three (3) years of relevant experience.
- Completion of GCE A-Level or equivalent, with a minimum of four (4) to five (5) years of relevant work experience in Business Administration, Data Analytics, Health Sciences, or Supply Chain Management.
- Demonstrated experience in using KPI dashboards, Excel or BI tools, ERP reporting systems, CAPA registers, and controlled document management 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

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

Please use the subject line: **Application for Standards & Performance Officer**

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

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