

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

Key Responsibilities

- Execute end-to-end employee lifecycle processes, including recruitment, onboarding, probation, transfers, renewals, and separations.
- Administer employee benefits, attendance, leave, and payroll in accordance with policies and statutory requirements.
- Manage attendance and leave administration and carry out payroll processing activities to ensure accurate and timely salary payments in line with approved policies and statutory requirements.
- Support training, development, engagement, and other HR initiatives.
- Maintain HR systems, employee records, data accuracy, and process improvements.
- Support employee relations processes, including disciplinary, grievance, and performance-related matters, through coordination, documentation, communication, and procedural support in line with approved policies.
- Support the development, review, and implementation of HR policies, frameworks, and charters through drafting, documentation, and coordination, ensuring alignment with the Employment Act of Maldives and approved internal requirements.
- Perform any other duties as may be assigned by the Management.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Human Resource Management, Business Administration, Psychology or a related discipline, with three (3) to four (4) years of relevant professional experience; OR
- Diploma (MQA Level 5 or 6) in Human Resource Management, Business Administration, Psychology 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 19,000
- 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 Senior Officer, Human Resources**

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

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