

Job Title:	Senior Administrative Officer	Work Location:	Greater Male' Region
Division:	Resource	Employment Type:	Full-time
Deadline:	21st September 2026, before 12:00 PM		

Key Responsibilities

- Oversee the overall office administration functions to ensure a clean, safe, and efficiently operated workplace environment
- Supervise administrative staff and coordinate daily office operations including reception, facilities, and front desk services.
- Administer office procurement processes, including vendor selection, contract management, and monitoring of office supplies and equipment.
- Oversee petty cash management and support finance functions by reviewing expenditures, verifying invoices, and preparing expense reports.
- Serve as the primary liaison for external service providers such as maintenance contractors, courier services, and facility management vendors.
- Ensure effective records management systems are maintained for contracts, documents, and organizational files for easy retrieval and compliance.
- Coordinate office logistics for meetings, events, and conferences, including room bookings, technical arrangements, and hospitality services.
- Perform any other duties assigned by the Management.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Business Administration, Office Management, or related discipline with a minimum of one (1) to two (2) years of relevant experience.
- Diploma (MQA Level 5) in Business Administration, Office Administration, or related discipline with a minimum of two (2) to three (3) years of relevant experience.
- Experience in general administrative functions, document management, record keeping, procurement support.
- Good MS Office, communication, organizational, and time-management skills.

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

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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 Administrative Officer.**

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

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