

Job Title:	Manager, Medical Purchasing	Work Location:	Greater Malé Region
Division:	Procurement	Employment Type:	Full-time
Deadline:	26th September 2026, before 12:00 PM		

Key Responsibilities

- Develop and implement purchasing strategies for medical supplies, equipment, and healthcare products.
- Source, evaluate, and select suppliers based on quality, pricing, delivery performance, and regulatory compliance.
- Manage the end-to-end procurement process, including purchase requisitions, purchase orders, and supplier payments.
- Negotiate pricing, contracts, and delivery terms to ensure cost-effective purchasing.
- Collaborate with warehouse and operations teams to forecast inventory requirements and maintain optimal stock levels.
- Coordinate with internal departments to understand purchasing needs and ensure timely procurement.
- Monitor inventory turnover, lead times, and stock availability to improve supply chain efficiency.
- Maintain accurate purchasing records, supplier agreements, and procurement documentation.
- Monitor supplier performance and resolve issues related to quality, delivery, and service.
- Support internal audits and regulatory inspections by ensuring compliance with procurement policies and healthcare regulations.

Minimum Qualifications and Experience

- Master's Degree (MQA Level 9) in Procurement, Supply Chain Management, Business Administration, Logistics, or a related field with a minimum of one (1) to two (2) years of relevant professional experience;
OR
- Bachelor's Degree (MQA Level 7 or 8) Procurement, Supply Chain Management, Business Administration, Logistics or a related field with a minimum of three (3) to five (5) years of relevant professional experience.
- Demonstrated experience in managing procurement activities, supplier coordination, quotation evaluation, and timely purchasing of medical supplies and equipment.

Salary & Benefits

- Remuneration of MVR 26,500
- 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 Manager, Medical Purchasing**

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

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