

Job Title:	Planning Officer (2 Positions)	Work Location:	Greater Malé Region
Division:	Commercial	Employment Type:	Full-time
Deadline:	19th October 2026, before 12:00 PM		

Key Responsibilities

- Support the planning and coordination of supply chain and operational activities to ensure timely availability and distribution of pharmaceutical and medical supplies.
- Assist in demand forecasting, stock planning, and inventory monitoring to prevent shortages, overstocking, and supply disruptions.
- Coordinate with procurement, pharmacy, and logistics teams to ensure alignment of supply plans with operational requirements.
- Monitor and track operational performance against plans and targets and escalate discrepancies or risks to the relevant supervisor.
- Assist in the preparation and analysis of operational and performance reports to support management decision-making and identify areas for improvement.
- Ensure that planning activities are carried out in accordance with company policies, SOPs, and applicable regulatory requirements.
- Identify planning gaps and support initiatives to improve supply chain efficiency, service delivery, and overall operational effectiveness.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Pharmacy, Supply Chain Management, Business Administration or a related discipline, with a minimum of two (2) to three (3) years of relevant professional experience.
- Completion of GCE A-Level or equivalent, with a minimum of four (4) to five (5) years of relevant work experience in Pharmacy, Supply Chain Management, Business Administration or related discipline.
- Demonstrated experience in planning and forecasting for pharmaceuticals and consumables.

Salary & Benefits

- Remuneration of 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

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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 Planning Officer**

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

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