

Job Title:	Manager, General Administration	Work Location:	Malé
Division:	Resource	Employment Type:	Full-time
Deadline:	03rd November 2026, before 12:00 PM		

Key Responsibilities

- Oversee and manage the day-to-day general administrative operations of the organization, ensuring efficient and effective delivery of administrative services.
- Manage office facilities, company assets, vehicles, utilities, and maintenance activities in accordance with government asset management regulations and organizational policies.
- Coordinate and administer vendor contracts, service agreements, and supplier relationships in compliance with public procurement regulations and company procedures.
- Ensure consistent implementation of company policies, SOPs, and applicable government regulatory requirements across all administrative functions.
- Maintain and oversee organizational records, correspondence, documentation, and information management systems in line with statutory and internal requirements.
- Provide administrative support to senior management and facilitate board-level administration, including preparation of reports, minutes, and official correspondence.
- Coordinate with HR, finance, procurement, and relevant departments to ensure seamless administrative support across the organization.

Minimum Qualifications and Experience

- Bachelor's degree (MQA Level 7 or 8) in Business Administration, Management, Public Administration, or a related discipline, with four (4) to five (5) years of relevant managerial experience.
OR
- Diploma (MQA Level 5 or 6) Business Administration, Management, Public Administration, or a related discipline with a minimum of six (6) to seven (7) years of relevant professional experience.
- Strong leadership and team management skills, with the ability to guide and support administrative teams across multiple functions.

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, General Administration**

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

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