بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-327

Job Title:	Security Assistant (6 positions)	**Work Location:**	Greater Male' Region
Division:	Resource	**Employment Type:**	Full-time
Deadline:	**12th November 2026, before 12:00 PM**	**Work Hours:**	Shift Duty

Key Responsibilities

- Control access to the medical warehouse and ensure only authorized personnel enter restricted areas.
- Conduct routine patrols and inspections to protect warehouse facilities, equipment, and medical inventory.
- Monitor CCTV systems, alarms, and security equipment, responding promptly to incidents and irregularities.
- Verify and record incoming and outgoing deliveries, reporting any discrepancies or suspicious activities.
- Maintain accurate logs of visitors, vehicle movements, incidents, and daily security operations.
- Enforce security, safety, and compliance procedures to support secure warehouse operations.
- Respond to emergencies and assist with investigations by preparing timely and accurate incident reports.
- Perform any other tasks as assigned by the Management.

Minimum Qualifications and Requirements

- Completion of GCE A-Level or O-Level
- Previous work experience in a similar role will be an added advantage.
- Ability to work shift duties, including nights, weekends, and public holidays.
- Physically fit and capable of performing routine patrols and responding to emergencies.

Salary & Benefits

- Remuneration of MVR 11,500
- 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

- Updated Curriculum Vitae (CV)
- Copy of National ID Card
- Recent passport-size photograph (soft copy)
- Attested educational certificates
- Experience letters and service records (if any)
- Valid police certificate & Judicial criminal record clearance document

Please use the subject line: **Application for Security Assistant**
Incomplete applications and applications received after the deadline will not be accepted.

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