State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

Reference No: SPMSC-HR-IU-2026-330

Job Title:	Human Resource Officer	**Work Location:**	Greater Malé Region
Division:	Resource	**Employment Type:**	Full-time
Deadline:	**14th November 2026, before 12:00 PM**		

Key Responsibilities

- Assist in administering employee lifecycle processes, including recruitment documentation, onboard support, confirmations, contract renewals, transfers, and separations.
- Maintain employee personal files, HR records, and documentation, ensuring accuracy, confidentiality, and proper filing in line with approved procedures.
- Support attendance and leave administration by updating records, preparing summaries, and assisting with verification in accordance with approved policies.
- Assist with payroll preparation by compiling attendance, leave, and basic payroll inputs for review.
- Support administration of employee benefits by maintaining records, assisting with enrolments, and responding to basic employee queries.
- Provide administrative and coordination support for HR initiatives such as training programmes, inductions, employee engagement activities, and internal communications.
- Assist in HR system data entry, updates, and basic reporting, and support routine HR process improvements as directed.
- Provide administrative support to employee relations processes, including preparation of documents, meeting coordination, and record-keeping under supervision.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Human Resource Management, or a related discipline, with four (4) to five (5) years of relevant experience in Human Resource.
  OR
- Completion of GCE A-Level or equivalent, with five (5) to six (6) years of relevant experience in Human Resource.
- Basic understanding of HR operations, record-keeping, employment law, and workplace procedures, with willingness to learn HR policies and systems.

Salary & Benefits

- Remuneration of MVR 15,000
- 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

- Updated Curriculum Vitae (CV)
- Copy of National ID Card
- Recent passport-size photograph (soft copy)
- MQA accredited and attested educational certificates
- Experience letters and service records

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

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