بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-332

Job Title:	Pharmaceutical Assistant (16 Positions)	**Division:**	Commercial
Work Location:	Greater Male' Region	**Employment Type:**	Full-time
Deadline:	**14th November 2026, before 12:00 PM**		

Key Responsibilities

- Oversee the receipt, storage, and inventory management of pharmaceutical products and controlled medications to ensure compliance with regulatory standards and company policies.
- Ensure the accurate dispensing and release of medications and pharmaceutical supplies in compliance with regulatory and quality standards.
- Conduct regular quality checks and ensure proper documentation for all medications and medical supplies within the pharmacy.
- Coordinate with procurement and logistics teams for the timely sourcing, ordering, and distribution of pharmaceutical products.
- Monitor stock levels, manage expiry dates, and implement protocols for the safe disposal of expired or damaged products.
- Ensure all warehouse operations adhere to health, safety, and legal requirements relevant to pharmaceutical storage and handling.
- Support audits and inspections by maintaining accurate records and facilitating compliance with regulatory authorities.

Minimum Qualifications and Experience

- Diploma (MQA Level 5 or 6) in Pharmacy with one (1) to two (2) years of relevant professional experience.
  OR
- Certificate (MQA Level 4) in Pharmacy.
- Experience in pharmacy operations, including inventory management, dispensing medications, and ensuring compliance with regulatory standards.

Salary & Benefits

- Remuneration of MVR 12,000
- 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)
- Experience letters and service records
- MQA accredited and attested educational certificates
- Valid Maldives Allied Health Council (MAHC) certificate

Please use the subject line: **Application for Pharmaceutical Assistant – Greater Male' Region**

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

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