بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-333

Job Title:	Assistant Manager, Planning & Consumables	**Work Location:**	Greater Male' Region
Division:	Commercial	**Employment Type:**	Full-time
Deadline:	**15th November 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.
- Maintain the supply plan and replenishment calendar for warehouse and pharmacy sites, reflecting lead times, vessel and flight schedules, and seasonal or programme demand.
- Analyze consumption, seasonality, lead time and service-level data to propose reorder points, safety stock and order quantities for review by the supervisor.
- Coordinate with procurement, warehouse, pharmacy and logistics teams to ensure alignment of supply plans with operational requirements.
- Communicate planned requirements, priorities and changes to the relevant teams and follow up on actions agreed in planning meetings.
- Assist in the preparation and analysis of operational and performance reports to support management decision-making and identify areas for improvement.
- Support the review and documentation of planning SOPs, work instructions and templates and participate in system or process improvement projects.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) Supply Chain Management, Procurement, or a related discipline, with a minimum of three (3) to four (4) years of relevant professional experience.

  OR
- Diploma (MQA Level 5 or 6) in Supply Chain Management, Procurement, or a related discipline with a minimum of six (6) to seven (7) years of relevant professional experience.
- Experience in pharmaceutical supply requirements, batch and expiry control, FEFO, cold-chain and controlled-product handling and Good Distribution Practice.
- Knowledge of ERP/inventory system transactions, purchase and transfer order tracking and stock reporting.

Salary & Benefits

- Remuneration of MVR 23,000
- 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 Assistant Manager, Planning & Consumables**
Incomplete applications and applications received after the deadline will not be accepted.

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