بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-351

Job Title:	Procurement Officer (2 Positions)	**Work Location:**	Male'
Division:	Procurement	**Employment Type:**	Full-time
Deadline:	**1 December 2026, before 12:00 PM**		

Key Responsibilities

- Assist in the end-to-end procurement process, including sourcing, requesting quotations, preparation of purchase requisitions and purchase orders, and delivery follow-up in accordance with approved procedures.
- Liaise with internal departments to understand procurement requirements, ensure accurate specifications, and obtain necessary approvals within delegated financial limits.
- Obtain quotations from approved suppliers and support comparative evaluations based on price, quality, delivery timelines, and compliance with specifications.
- Coordinate with suppliers on order confirmations, delivery schedules, and issue resolution, and assist in resolving discrepancies related to quantities, specifications, or delivery issues.
- Track procurement requests and follow up on pending approvals, deliveries, and payments to ensure timely completion of procurement activities.
- Coordinate with Finance and Stores/Warehouse teams to ensure accurate receipt of goods, proper documentation, and timely invoice processing.
- Maintain accurate and complete procurement records, including quotations, contracts, approvals, and supplier documentation, and support internal and external audit requirements.
- Perform any other duties as may be assigned by the Management.

Minimum Qualifications and Experience

- Diploma (MQA Level 6 or 5) in Business Administration, Procurement, Supply Chain Management, Accounting, or related discipline with a minimum of two (2) to three (3) years of relevant experience.
  OR
- Completion of GCE A-Level or equivalent, with a minimum of four (4) to five (5) years of relevant professional experience.
- Hands-on experience in core procurement operations, including sourcing and quotation processes, purchase requisitions and purchase orders, supplier coordination, delivery follow-up, documentation management, and support for invoice processing and audit requirements.

Salary & Benefits

- Remuneration of MVR 13,000
- 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 Procurement Officer**
Incomplete applications and applications received after the deadline will not be accepted.

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