بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-350

Job Title:	Senior Procurement Officer	**Work Location:**	Male'
Division:	Procurement	**Employment Type:**	Full-time
Deadline:	**02 December 2026, before 12:00 PM**		

Key Responsibilities

- Support the procurement process by assisting in sourcing suppliers, gathering quotations, and preparing purchase requisitions and purchase orders, ensuring compliance with corporate procedures and standards.
- Coordinate customs clearance activities by preparing and submitting necessary documentation, liaising with customs authorities, and ensuring compliance with all relevant regulations to facilitate the timely import of goods.
- Collaborate with internal departments to clarify procurement needs, confirm technical specifications, and facilitate necessary approvals within delegated financial limits.
- Assist in obtaining quotations from approved suppliers and participate in basic comparative evaluations, focusing on factors such as price, quality, and delivery schedules to support effective supplier selection.
- Serve as a point of contact with suppliers for order confirmations, delivery scheduling, and addressing routine issues related to quantities, specifications, or delivery timelines, escalating more complex matters to management as needed.
- Track procurement requests and follow up on pending approvals, deliveries, and payments to help ensure timely completion of procurement tasks in alignment with departmental objectives.
- Perform other duties or assist with special projects as directed by Management.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Business Administration, Procurement, Supply Chain Management, or a related discipline with a minimum of three (3) to four (4) years of relevant experience OR
- Diploma (MQA Level 5 or 6) Business Administration, Procurement, Supply Chain Management, or a related discipline with a minimum six (6) to seven (7) years of relevant professional experience.
- Possession of a Customs Broker/Agent License will be an added advantage, but not a requirement.

Salary & Benefits

- Remuneration of MVR 19,000
- 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 Senior Procurement Officer**
Incomplete applications and applications received after the deadline will not be accepted.

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