بسم الله الرحمن الرحيم

State Pharmaceutical & Medical Supply Corporation Ltd

Reference No: SPMSC-HR-IU-2026-362

Job Title:	Senior Bureau Officer	**Work Location:**	Malé
Division:	Executive Bureau	**Employment Type:**	Full-time
Deadline:	**02 December 2026, before 12:00 PM**		

Key Responsibilities

- Manage official correspondence, briefing notes, executive documentation, and presentations.
- Coordinate senior management meetings, including preparation of agendas, recording minutes, and
- monitoring follow-up actions.
- Coordinate the planning and implementation of strategic projects and priority initiatives.
- Develop and maintain project workplans, timelines, milestones, and tracking tools.
- Monitor project progress, identify risks and bottlenecks, and recommend corrective actions.
- Prepare and consolidate progress reports for management and relevant Ministries.
- Serve as the focal point for coordination across divisions and liaise with external stakeholders, partners, and institutions.
- Support strategic planning, policy implementation, and other duties assigned by management.

Minimum Qualifications and Experience

- Bachelor's Degree (MQA Level 7 or 8) in Business Administration, Project Management, 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) Business Administration, Project Management, or a related discipline with a minimum of six (6) to seven (7) years of relevant professional experience.
- Excellent communication, organizational, analytical, and stakeholder management skills.

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

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