State Pharmaceutical & Medical Supply Corporation Ltd

بسم الله الرحمن الرحيم

Reference No: SPMSC-HR-IU-2026-352

Job Title:	Security Officer (3 positions)	**Work Location:**	Greater Male' Region
Division:	Resource	**Employment Type:**	Full-time
Deadline:	**1st December 2026, before 12:00 PM**	**Work Hours:**	Shift Duty

Key Responsibilities

- Monitor and coordinate access control procedures to ensure only authorized personnel enter restricted warehouse areas.
- Conduct and oversee routine patrols and inspections to safeguard warehouse facilities, equipment, and medical inventory.
- Monitor the operation of CCTV systems, alarms, and security equipment, ensuring appropriate action is taken in response to incidents.
- Oversee the verification and recording of incoming and outgoing deliveries and report any discrepancies or suspicious activities.
- Maintain and review security records, including visitor logs, vehicle movements, incidents, and daily security activities.
- Ensure adherence to established security, safety, and compliance procedures.
- Identify and report potential security risks and recommend appropriate preventive measures.
- Respond to emergencies, assist in investigations, and prepare accurate and timely incident reports.
- Coordinate daily security activities and provide operational guidance to Security Assistants.
- Perform any other tasks as assigned by Management.

Minimum Qualifications and Requirements

- Completion of GCE A-Level or O-Level
- Previous work experience in a similar role will be an added advantage.
- Ability to work shift duties, including nights, weekends, and public holidays.
- Physically fit and capable of performing routine patrols and responding to emergencies.

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)
- Attested educational certificates
- Experience letters and service records (if any)
- Valid police certificate & Judicial criminal record clearance document

Please use the subject line: **Application for Security Officer**
Incomplete applications and applications received after the deadline will not be accepted.

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