

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Project Officer
No. of Position	1
Worksite / Department	STO Head Office / Projects and Assets
Salary & Benefits	<ul style="list-style-type: none"> • Salary: MVR 12,000 – 13,000 • Overtime and extra working days allowance • Health insurance will be provided after probation • Staff privilege program
Job Responsibilities	<ul style="list-style-type: none"> • Assist in creating detailed project plans and management documentation. • Develop conceptual designs and drawings for planning, tendering, and execution. • Estimate and monitor construction costs throughout the project lifecycle. • Support preparation of project management plans and tender documents. • Ensure compliance with quality assurance standards. • Handle contractor payment processing and maintain project documentation. • Record meeting minutes and maintain organized records. • Conduct weekly site visits, document progress with photos, and report updates on schedules. • Perform additional tasks assigned by supervisors and management. • Aid in bid evaluation, project implementation and overall management under supervision.
Required Qualifications	<ul style="list-style-type: none"> • Diploma in Architectural Design, Civil Engineering or Interior Design. • Knowledge of using Microsoft Office software.
Preferred Requirements	<ul style="list-style-type: none"> • Academic certification or experience in Project Management. • Academic certification or experience in Drafting & 3D Modelling with AutoCAD, SketchUp or similar software.
Deadline	22 nd January 2026, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal https://sto.mv/careers</p> <p>Only shortlisted candidates will be contacted for an interview</p> <p>You can contact us on 3012850</p>