

Ref. Number: 60-HRD/2025/143

Date: 08.05.2025

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Project Officer</b>
No. of Position	1
Worksite / Department	Biomedical Office / Healthcare Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 14,000 – 15,000</li> <li>• Overtime and extra working days allowance</li> <li>• Health insurance will be provided after probation</li> <li>• Staff Privilege program</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Coordinate and schedule meetings between project stakeholders; document and distribute meeting minutes to all relevant parties</li> <li>• Collaborate with stakeholders to obtain and prepare detailed project plans and schedules, and ensure timely sharing of these with customers</li> <li>• Handle administrative tasks related to project management, including effective communication with all involved stakeholders</li> <li>• Facilitate clear and continuous communication among stakeholders to ensure smooth and efficient project execution</li> <li>• Gather regular updates on the full scope of projects and relay progress reports to customers and stakeholders</li> <li>• Maintain accurate and confidential documentation of project updates and logs on an ongoing basis</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• 4 passes in A Level</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Strong skills in planning and organizing tasks to ensure smooth project execution</li> <li>• Able to communicate clearly and professionally with various stakeholders</li> <li>• Maintains high ethical standards and handles confidential information with discretion</li> <li>• Ability to effectively manage time and meet deadlines in a fast-paced project environment</li> </ul>
Deadline	14 <sup>th</sup> May 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal  <a href="https://sto.mv/Career">https://sto.mv/Career</a>  Only shortlisted candidates will be contacted for an interview  You can contact us on 3012767</p>