

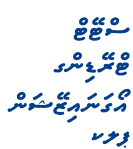
Ref. Number: 60-HRD/2025/245

Date: 10.08.2025

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Quality Assurance Associate</b>
No. of Position	1
Worksite / Department	Medical Service Office / Healthcare Solutions
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 16,500 – 18,500</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>• Compliance and self-inspection: Conduct routine self-inspections, reviews and update registers related to compliance of processes. Report and escalate issues where non-compliance is identified.</li> <li>• SOP Development: Develop procedures in accordance with regulatory, manufacturer/supplier requirements, and international standards (e.g., GDP)</li> <li>• Training Sessions: Prepare materials for and conduct staff training sessions related to SOP training, Quality Assurance (QA) and Corrective and Preventive Actions (CAPAs) within the department.</li> <li>• Documentation Management: Ensure that all quality-related communications and PV documents are maintained and retained according to the quality manual, SOPs, and retention policy.</li> <li>• Internal Audits: Conduct internal audits to assess the effectiveness of quality systems and identify areas for improvement.</li> <li>• Complaint Handling: Manage and investigate customer complaints related to product and service quality, dispensing errors, and deviations.</li> <li>• Pharmacovigilance (PV): Manage adverse events as per PV SOPs and report to regulatory authorities, suppliers, and in line with MFDA guidelines.</li> <li>• Product Recall: Initiate and manage the product recall process in the event of a reported quality issue by MFDA or the manufacturer.</li> <li>• CAPA Management: Review the CAPA registry quarterly, communicate with the relevant managers to ensure CAPA completion, and update records accordingly</li> <li>• Identify opportunities for process improvements within the distribution chain to enhance quality and update documents where necessary</li> </ul>



State  
Trading  
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plc

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Registration Number: C-186/2001

Required Qualifications	<ul style="list-style-type: none"><li>Diploma in a health service field</li></ul>
Preferred Requirements	<ul style="list-style-type: none"><li>Experience in a relevant role</li></ul>
Deadline	17 <sup>th</sup> August 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal <a href="https://sto.mv/careers">https://sto.mv/careers</a></p> <p>Only shortlisted candidates will be contacted for an interview</p> <p>You can contact us on 3012404</p>