

Society for Health Education

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އިމެއިލް: shemaldives@she.org.mv

Ref: SHE/ADM/26/73-AD

BE A PART OF SHE!

Society for Health Education (SHE) is looking for a suitable candidate for the following post.

ADMINISTRATIVE OFFICER

Qualification:

- A 'Level / Diploma or Degree in Management /Administration or Certificate level 4 in Management /Administration with 1 year experience in administration field OR
- Completed Certificate level 3 Management /Administration with 2 year experience in administration field
- Experience in relevant field will be added advantage

Requirements:

- Should be a Maldivian
- Working knowledge of MS Office
- Strong time management and leadership skills
- Strong written and oral communication skills
- Excellent team player and possess people management skills with experience
- Adaptability to changing work conditions and assignments
- Able to work extended hours and travel on occasions
- Ability to plan, organize and implement activity
- Produce various business correspondence documents
- Should possess negotiation skills
- Able to understand basic financial statement and work plans
- Willing and able to multi-task
- Focused and target oriented

Key Responsibilities and Accountabilities:

- Assist in monitoring and coordination of governance related events
- Supporting and coordinating administrative and operational monitoring and logistic tasks of governance matters
- Assist in reviewing and update routine and emerging administrative and operational matter for further improvement
- Identification of all maintenance and estate management requirement and attending.
- Undertake effective functioning of all security and utility services
- Identify procedures for maintaining the estate and tenants
- Conduct and supervise regular inspection of inventory, stock and maintenance requirements.
- Assist in maintaining and distributing the stock of stationary and general consumables
- Undertake other applicable tasks assigned by the Director

Working Hours: 0800 HRS to 1430 HRS

Duration: 3 Months

Working Days: Sunday to Thursday (except weekend and all public holidays)

Total Salary Range: **MRF 5,780.00- 8,410.00** (will be determined based on qualification and experience)

Interested candidates are requested to submit their CV, attested copies of relevant educational certificates, ID card copy, police certificate, job reference letters and covering letter addressed as:

Iyasha Leena
Chief Executive Officer
Society for Health Education
M.Kulunuehi, 1st Floor, Buruzu Magu

You can either submit hardcopy to the reception or email to: hr@she.org.mv (please keep the subject heading name as "Application for Administrative Officer" when emailing.)

DEADLINE FOR SUBMISSION IS 10TH SEPTEMBER 2026 BEFORE 14:00 HRS

***Only Shortlisted Candidates will be contacted**

For more information please contact:

☎ 3029771/ 7989037

✉ hr@she.org.mv

SHE is committed to the safety and protection of children, young people and vulnerable adults and this role may involve contact with these groups. Our recruitment and selection procedures reflect our Commitment to the safety and protection of children, young people and vulnerable adults in our programs. SHE is committed to equal opportunities, cultural diversity and encourages women, young people and people with disability to apply.