بسم الله الرحمن الرحيم

Society for Health Education
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ཨིལེ་སྟེཔ་ཨི་ སར་ཊི་ཧ་ཏ་ 10-ཀ/88/4
ཨི་ཅེ་མེལ་: shemaldives@she.org.mv

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Ref: SHE/ADM/26/98-AD

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

DIRECTOR SRH

The Society for Health Education (SHE) is seeking a dynamic, values-driven, and experienced professional to lead its Sexual Reproductive Health Department as Director SRH.

The role of the Director is to support the development and implementation of Sexual and Reproductive Health program of the organization. Responsible for planning and implementing Sexual and Reproductive Health services and consultation units.

Qualification: Degree in Public Health or any other health-related field with minimum 5 years' experience.

Requirements:

- Should be a Maldivian
- Basic 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
- Pleasant Personality
- Focused and target oriented
- 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
- Problem solving skills

Key Responsibilities and Accountabilities:

- Contribute to strategic planning and development of the organization as a member of the senior Management Team.
- Ensure service guidelines, referral systems and protocols are adhered to, continuously review the program and activities related to Sexual Reproductive Health Services to different groups, and work with relevant staff.
- Responsible for planning and implementing Sexual Reproductive Health Services.
- Actively participate in advocacy related activities.
- Uphold, safeguard and promote the organizations values and philosophy relating to ethics, integrity and social responsibility.
- Supervise the work of nurses working at the Family Planning Centre.
- Prepare and submit reports of the activities.
- Assess clients, ensure their referral to the appropriate level of care.
- Ensure that the medical stocks and equipment's are sufficient and the drugs are stored and used correctly including emergency preparedness stocks.
- Ensure accurate data collection and analysis of data.
- Prepare write-ups on SRHR issues for the production of IEC materials.
- Develop, implement and review BCC strategies to enhance the effectiveness of SRH and related services and programs.
- Participate in radio and TV Programs.
- Participating and representing SHE in regional and national forums.
- Undertake any relevant tasks assigned by CEO.

Working Hours: **0800 HRS to 1430 HRS**

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

Benefits include: **Staff Insurance, Employee Loans, Other beneficial leaves.**

Salary Range: **MRF 11,120.00 – 14,490.00** (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.Kulunuvehi, 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 Director SRH" when emailing.)

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

***Only Shortlisted Candidates will be contacted**

***Written Exam included after interview process**

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.