Society for Health Education
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E-mail: shemaldives@she.org.mv ބ.ތ.ސ

Ref: SHE/ADM/26/99-AD

BE A PART OF SHE!

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

DIRECTOR ADMINISTRATION AND ESTATE MANAGEMENT

The role of the Director is to Supervise and monitor all functions relating to routine administration and Estate Management of the organization

Qualification: Degree in Management, Business Administration, Human Resource Management, Public Administration or any other relevant field, with minimum 5 years of experience in a relevant field.

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:

- Plan, coordinate and manage the overall administrative operations of SHE, ensuring the effective and efficient functioning of administrative systems and support services.
- Contribute to the strategic planning, organizational development and management decision-making of SHE as a member of the Senior Management Team.
- Manage and coordinate administrative functions relating to organizational governance, ensuring compliance with established procedures and requirements.
- Manage and oversee SHE's membership administration, ensuring effective coordination of membership-related matters in accordance with the organization's governing documents and established procedures.
- Coordinate the development, review, updating and implementation of organizational policies, procedures and guidelines in consultation with relevant departments, ensuring alignment with organizational requirements and applicable regulations.
- Oversee and manage human resource administration, including recruitment, personnel management, staff records, attendance and leave management, performance appraisal processes and other employment-related matters, ensuring compliance with SHE's HR policies and procedures.
- Review and verify monthly staff remuneration, allowances and related payment requests, ensuring accuracy and compliance with established policies and procedures.
- Manage and oversee SHE's estate and premises, including tenancy arrangements, property maintenance, tenant-related matters and the effective utilization and upkeep of organizational facilities.
- Coordinate and monitor the maintenance of organizational premises, equipment and assets, including regular inspections, inventory management and timely arrangements for repairs and improvements.
- Ensure the effective management and functioning of security, utilities, cleaning and other essential services required for the smooth operation of SHE's premises and facilities.
- Oversee the procurement, maintenance and management of office supplies, stationery, general consumables and other administrative resources in accordance with established procedures.
- Coordinate administrative and logistical arrangements for organizational meetings, events and activities, ensuring the availability of necessary facilities, resources and support services.

- Ensure the proper maintenance and management of administrative records, official documents and other organizational information in accordance with established procedures and confidentiality requirements.
- Supervise, guide and monitor the performance of staff within the Administration and Estate Management Department, ensuring effective coordination of work, accountability and timely completion of assigned responsibilities.
- Prepare and monitor departmental work plans, budgets and resource requirements, ensuring efficient utilization of resources and achievement of departmental objectives.
- Regularly review administrative and operational systems, identify areas for improvement and initiate appropriate measures to strengthen efficiency, effectiveness and compliance with organizational policies.
- Uphold and promote SHE's organizational values, ethical principles, integrity and commitment to social responsibility in the discharge of duties and management of departmental functions.
- Undertake other relevant duties and responsibilities assigned by the Chief Executive Officer.

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 Admin" when emailing.)

DEADLINE FOR SUBMISSION IS 10TH NOVEMBER 2026 BEFORE 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.