



See the world better

EYECARE PVT LTD
EyeCare Building, 6th Floor
Orchid Magu
Male' 20262, Maldives.
Tel: +960 332 1026
Reg: C-308/2002
Web: www.eyecare.mv
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TERMS OF REFERENCE – PHARMACY ASSISTANT

Date: 07th September 2026

1. POST DETAILS

Post:	Pharmacy Assistant
Contract Duration:	Permanent, initial contract shall be for a period of 1 (one) year.
Department:	Medical Services Department
Division:	Medical Services

2. WHAT YOU'LL DO

- Dispense medications accurately and safely in accordance with prescriptions, hospital protocols, and national regulatory requirements to ensure optimal patient outcomes.
- Provide professional guidance to patients on correct medication usage, dosage, storage, and potential side effects, ensuring clear understanding and adherence to treatment plans.
- Ensure full compliance with Maldives Food and Drug Authority (MFDA) and Ministry of Health regulations in all pharmaceutical operations.
- Maintain accurate and complete pharmaceutical records, including prescriptions, dispensing logs, and controlled drug documentation.
- Monitor, manage, and control pharmacy inventory, ensuring adequate stock levels, proper storage conditions, and timely removal of expired or near-expiry medications.
- Collaborate closely with ophthalmologists, optometrists, nurses, and other healthcare professionals to support coordinated and safe patient care.
- Provide advice on over-the-counter eye care products, supplements, and general wellness items in line with professional standards.
- Support management by preparing pharmacy-related reports and contributing to operational efficiency and service improvement initiatives.
- Maintain high standards of cleanliness, safety, and organization within the pharmacy area.
- Perform any other duties relevant to the position assigned by the Employer.

3. QUALIFICATIONS AND EXPERIENCE

- Diploma or Advanced Certificate in Pharmacy.
- Valid license to practice as a pharmacist.
- Minimum 2 years of work experience in a similar role.
- Candidate must be at least 25 years old



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4. WHAT MAKES YOU A GREAT FIT

- Fluency in written and spoken Dhivehi and English.
- Excellent communication and interpersonal skills.
- Ability to maintain quality, safety, and infection control standards.
- Great organizational skills with strong attention to detail.
- General computer proficiency and familiarity with inventory systems.
- Responsible, compassionate, and ethical in conduct.
- Ability to manage and handle multiple tasks effectively.
- Capable of working independently or as part of a team.
- Willingness to work long or flexible hours when required.
- Displays professionalism and accountability in patient care.

5. REPORTING RELATIONSHIPS

The Pharmacy Assistant will report to the Senior Medical Services Manager, and is expected to work closely with the Medical Team of EyeCare.

6. WE OFFER

- Competitive salary of MVR 12,000-14,000, based on qualifications and experience
- Attractive monthly incentive ranging from MVR 1,500 up to MVR 3,000, subject to KPI achievement
- Comprehensive health insurance coverage
- Overtime payment for extra hours worked, ensuring your effort is always rewarded
- 30 days paid Annual Leave
- Annual return ticket to your home island (for staff residing outside Malé')
- Continuous professional development with access to online learning opportunities
- Supportive, growth-focused work environment with clear career progression
- A rewarding Annual bonus that reflects your commitment and impact