



State
Trading
Organization
plc

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Registration Number: C-186/2001

Ref. Number: 60-HR/2026/249

Date: 01.10.2026

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Intern
No. of Position	1
Worksite / Department	Head Office / Information Technology
Salary & Benefits	Net Salary Range: MVR 45 Per Hour
Job Responsibilities	- Assist in planning, coordinating, and tracking projects, including timelines, milestones, deliverables, risks, issues, and action items. - Prepare and maintain project documentation, including project plans, meeting minutes, action trackers, status reports, presentations, user guides, training materials, and stakeholder communications. - Coordinate with internal stakeholders to collect information, monitor progress, follow up on assigned actions, and support timely completion of project deliverables. - Assist in documenting business processes, workflows, user requirements, and process improvement opportunities under the guidance of the supervisor. - Assist in reviewing, organizing, maintaining, and version-controlling policies, procedures, SOPs, forms, templates, and other departmental documentation. - Support user training, awareness sessions, change management, system adoption initiatives, and the development of training resources and knowledge materials. - Maintain confidentiality in all communications, records, and assigned duties. - Demonstrate respectful behavior, reliability, and willingness to learn in daily work. - Complete assigned tasks in line with organizational procedures and seek guidance when needed.
Required Qualifications	4 Passes in Alevels or equivalent
Preferred Requirements	- Should have knowledge in using Microsoft Office software - Interested in Project Management and knowledge sharing
Deadline	8 th October 2026, 1230hrs
How to Apply	Interested candidates please apply online through our job portal https://sto.mv/careers Only shortlisted candidates will be contacted for an interview You can contact us on 3012743

(960) 3344333
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sto.mv

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