

Career Opportunities

REGULATORY AFFAIRS ADMINISTRATOR

General Requirements

- Bachelor's Degree in Health Care Management, Business Administration or any related field
- Minimum 2 years of experience in regulatory affairs, healthcare compliance, or administration
- In depth experience in handling regulatory documentation or inspections
- Legal background or experience in handling legal correspondence will be an added advantage
- Excellent communication skills in English and Dhivehi

Job Specification

- Coordinate and maintain regulatory documentation and submissions.
- Ensure hospital compliance with applicable healthcare regulations and standards.
- Support audits, inspections, licensing and permit renewal processes.
- Liaise with regulatory authorities and facilitate related communications.
- Monitor regulatory updates and support policy implementation.
- Coordinate departmental committee meetings, records, and follow-up actions.
- Manage and track legal correspondences in coordination with the Legal Team.
- Understand national healthcare regulations and aligns departmental processes with regulatory requirements.
- Coordinates and supports committee functions, including Disciplinary Committee proceedings, ensuring proper documentation, confidentiality, and timely follow-up of actions.
- Liaises with legal advisors and relevant stakeholders to ensure regulatory and legal matters are addressed within stipulated timelines.
- Works closely with Quality, Pharmacy, Clinical, and Operations teams to ensure regulatory compliance.

Salary & Benefits

- Salary based on qualifications and experience
- 30 Days Paid Annual Leave
- Medical Insurance
- Meal while on duty

How to Apply:

Interested candidates may log on to <https://www.careers-page.com/tree-top-hospital-maldives#openings> to submit your application (updated CV), before 1600 on September 10, 2026.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.