

## Job Announcement (Internally & Externally)

### - PHARMACY SUPERVISOR at MSF SPAIN-

**Médecins Sans Frontières (MSF)** is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

**MSF SPAIN** is advertising for the following position: **PHARMACY SUPERVISOR** – Full Time.

Requirements for the position	
<b>Education:</b>	<ul style="list-style-type: none"> <li>Essential, degree of pharmacy management or nursing related studies, or medical profile.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Essential previous experience of at least 1 year as a pharmacy manager or in a similar position.</li> <li>Desirable: Experience with MSF or other INGO in the same field.</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>Arabic and English languages <b>are essential</b>.</li> </ul>
<b>Others:</b>	<ul style="list-style-type: none"> <li>Essential computer literacy (word, excel and internet)</li> </ul>
Main responsibilities	
<b>Place of work:</b>	<ul style="list-style-type: none"> <li>Nawa, Daraa</li> </ul>
<b>Level:</b>	<ul style="list-style-type: none"> <li>7</li> </ul>
<b>Contract of Employment</b>	<ul style="list-style-type: none"> <li>Service Agreement for 1 month, renewable.</li> </ul>
<b>Main objectives</b>	Ensuring general functioning of the pharmacy and supervising pharmacy supply chain processes in accordance with MSF standards, protocols and procedures, in order to ensure its efficiency and operating availability.
<b>Main responsibilities and tasks</b>	<p>Ensuring storage, stock management and supply processes, as well as hygiene and security procedures, tools, and protocols (controlling pests and rodents), implementing appropriate quality controls and records, in order to ensure good storage conditions (temperatures, humidity and light exposure) and availability of drugs and medical material, according to <b>MSF</b> protocols, national regulations and in cooperation with the logistics department.</p> <ul style="list-style-type: none"> <li>Coordinating the delivery, reception and recording of international and local orders, in close coordination with the logistics department, updating stock files and informing line managers on their status (shortfalls, over-stocking, expiry dates), in order to permanently ensure security stock levels and ensure efficient management of stock.</li> <li>Supervising orders of medical and drug material in order to ensure an efficient and appropriate consumption pattern under budget constraints.</li> <li>Supervising the supply of drugs to patients, according to medical prescriptions, informing them on consumption patterns and keeping conditions in order to ensure their therapeutic progression</li> <li>Ensuring efficient supply to other pharmacies managed/supported by <b>MSF</b> according to orders and stocks, and using cold chain when needed. Monitoring and analyzing orders of depending pharmacies in order to avoid ruptures of stock or having expired drugs.</li> <li>Supervising, with the HR department, the associated processes (sizing, staff shifts, recruitment, training, performance evaluation, development and internal/external communication) of the pharmaceutical team and the nursing staff, in order to ensure both the sizing and the amount of knowledge required and to improve their dispensing capabilities.</li> <li>Recording all items received and issued in computer (Isystock) and reporting on drug consumptions and medical equipment dispensed according to protocols, informing on unusual patterns as well as forecasting future needs, in order to rationalise the budget and to ensure availability.</li> <li>Assisting in training of nursing staff regarding dispensing of drugs and their side effects</li> </ul> <p><b>Accountability MSF Context:</b> Ensure the effective management and continuous availability of pharmaceutical supplies at Nawa Hospital, with a strong focus on maternity, neonatal, OT, and sterilization units. Collaborate with medical teams and DOH supervisors to ensure optimal medication management, training, and compliance with MSF standards in a</p>

co-managed hospital environment.

**Pharmacy Management & Coordination**

- Oversee and manage the entire pharmacy workflow in the hospital, ensuring availability, appropriate use, and proper storage of medications in maternity, neonatal, OT, and sterilization areas.
- Work in collaboration with the Project Medical Referent PMR, medical supervisors, and partners to develop and monitor the hospital's pharmaceutical needs, aligning with hospital protocols and MSF guidelines.
- Manage the hospital's pharmaceutical stock, ensuring medications are stored under correct conditions (e.g., temperature, humidity) and within the required security levels.
- Supervise the management of pharmacy records, ensuring that all medicines are dispensed and administered following MSF and national guidelines.

**Donations Management**

- Coordinate with partners' pharmaceutical managers for the receipt and delivery of medical supplies and donations.
- Analyze the incoming donations and plan accordingly to meet the specific needs of the maternity, neonatal, OT, and sterilization units.
- Regularly update inventory lists of medical supplies across the hospital, ensuring all medications are properly cataloged and stocked.
- Prepare pharmaceutical orders based on real consumption needs, adjusting the inventory planning to avoid shortages and overstocking.

**Capacity Building & Technical Support**

- Provide technical support to pharmacy focal points across the hospital, maternity, neonatal, OT, sterilization, and other departments, ensuring compliance with MSF's pharmacy management protocols.
- Conduct regular training sessions and follow-ups to improve pharmacy team skills on medication management, including drug storage, dispensing, and prescription management.
- Assess training needs and support the development of on-the-job mentoring and capacity-building programs for pharmacy staff and other medical team members.

**Quality of Care Oversight**

- Participate in the implementation and follow-up of MSF's Quality of Care tools, particularly related to medication and treatment protocols.
  - Work with the medical team to conduct prescription audits, ensuring that medications are prescribed and dispensed correctly in line with medical protocols.
  - Follow up on real consumption data for medications, collaborating with the medical and logistics teams to analyze usage patterns, adjust orders, and develop action plans for more efficient medication management.
- Support pharmacy-related quality audits, collaborating with multidisciplinary teams to improve medication safety and patient care outcomes.

**Inventory & Stock Management**

- Supervise the pharmacy's daily stock management, ensuring all medications are stored properly and within recommended storage conditions (e.g., temperature, humidity, etc.).
- Ensure that minimum stock levels are maintained to avoid stock-outs in critical areas like maternity, neonatal, OT, and sterilization.
- Monitor and manage the pharmacy supply chain, from receiving deliveries, identifying potential disparities against cargo manifests, to proper storing and inventory reporting.

**Collaboration & Reporting**

- Collaborate with MSF teams, including medical, nursing, logistics, and partner staff, to ensure the smooth flow of medications and consumables across the hospital.
- Report on pharmaceutical activities, including stock levels, consumption patterns, and any challenges with drug availability, to the PMR and hospital management.
- Support international order management by coordinating with MSF Logistics and other teams for importation, customs clearance, and distribution of international medical supplies.

**Emergency Preparedness & MCI Support**

## Vac#2025003

	<ul style="list-style-type: none"><li>• Ensure that the pharmacy team is prepared for Mass Casualty Incidents (MCIs), with medications stocked and organized to support immediate emergency care in maternity, neonatal, OT, and related areas.<ul style="list-style-type: none"><li>• Collaborate with the medical team and logistics to ensure sufficient medications are available in case of emergency scenarios.</li></ul></li></ul> <p><b>Other Tasks</b></p> <ul style="list-style-type: none"><li>• Perform any additional tasks assigned by the PMR or coordination team that are related to pharmacy activities or the functioning of the medical program at Nawa Hospital.</li></ul>
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### **HOW TO APPLY:**

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://docs.google.com/forms/d/e/1FAIpQLScRuIWsyOjnF4v4HeSXPanNPypmeFcZJEUBvZ2vQ8Bs2R64g/viewform?usp=dialog>

**Only shortlisted candidates will be contacted through their email address.**

**Closing date: 12<sup>th</sup> of July 2025.**

### **Important notes:**

- Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff.
- Female candidates are strongly encouraged to apply for this position.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.