

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	PHARMACY SUPERVISOR
Employer	Médecins Sans Frontières - Belgium
Duty Station	DAMASCUS
Deadline for applications	13th AUGUST 2026
Contract status	Service Agreement for 5 months, Possibility of Renewal
Type of contract	Full time
Start Date	As soon as possible

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

[Médecins Sans Frontières أطباء بل حدود](#)

[Médecins Sans Frontières T-shirt م - قف أطباء بل حدود](#)

Main Objective of the position:

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.

Accountabilities:

- 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 MSF protocols, national regulations and in cooperation with the logistics department.
- 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 of stock levels and ensure efficient management of stock.
- Supervising orders of medical and drug material in order to ensure an efficient and appropriate consumption pattern under budget constraints.
- 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
- Ensuring efficient supply to other pharmacies managed/supported by MSF according to orders and stocks and using cold chain when needed. Monitoring and analyzing orders of depending on pharmacies in order to avoid ruptures of stock or having expired drugs.
- 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.
- Recording all items received and issued in computer (Isystock) and reporting on drug consumption and medical equipment dispensed according to protocols, informing on unusual patterns as well as forecasting future needs, in order to rationalize the budget and to ensure availability.
- Assisting in training of nursing staff regarding dispensing of drugs and their side effects.

MSF Section/Context Specific Accountabilities

- Ensure that orders from end user units have been validated by the supervisor concerned.

Department	Validation
Mobile Clinic/ PHCC	NTS
Emergency Boxes, Safe Rooms, Offices and GH, and Staff Health	PMR (Project Medical Referent)
Support with the preparation of the Medical Order Chronogram and sharing with the medical team.	Mission Pharma manager and the Supply Department
All Extra Orders and medical supplies not in MSL	PMR (Project Medical Referent)

- Supervises the preparation of orders for each end user unit and supervises the double-check of the prepared order.
- Support with inventory and replenishment the emergency boxes and the EPREP stock (with the Supply Department).
- Support emergency preparedness activities through maintenance of emergency medical stocks, emergency kits, contingency planning, and rapid pharmacy response during disease outbreaks, population movements, and conflict-related incidents.
- Ensure continuous availability and rational use of medicines and medical supplies across PHCCs, Mobile Clinics, the Mobile Medical Team (MMT), and the SOIT Hub through forecasting, stock monitoring, distribution, and coordination with medical teams.
- Monitors and reports on drug consumptions and medical equipment dispensed according to protocols, informs on unusual patterns in order to ensure availability.
- Monitor the availability, consumption, and appropriate use of NCD and psychotropic medications to ensure continuity of care for chronic disease and MHPSS patients.
- Records all items received and delivered in the stock management tool.



- Ensures that the medical items are swapped on a regular basis to mitigate the number of expired items (pharmacy warehouse and end of user units).
- Implement and follow MSF standard for Good Pharmacy Practice (e.g. Proper storage, cold chain, reception, dispensing etc).
- Follow up the self inspection GSDP CAPA at the end user units and the medical warehouse.
- With the mission Pharma manager and the Supply Department, support with the preparation of the Medical Order Chronogram and sharing with the medical team.
- Supervision of the Medicine dispensers.
- With Supply and Mission Pharma mgr, facilitates emergency local purchase of ruptured items according to MSF's guidelines and recommendations.
- Promote rational prescribing and medicine use through consumption analysis, reporting, and collaboration with medical teams to optimize pharmaceutical resources.
- Actively participate in medical and other meetings when needed to give update about the Pharmacy issues and challenges as well as plans and schedules
- Support pharmaceutical aspects of referrals, medical donations, and medicine transfer processes between MSF-supported facilities and relevant partners

Provide support to EUU's as follows:

- Provide technical pharmacy support, mentoring, and follow-up to supported DoH PHCCs to strengthen pharmaceutical management practices and compliance with MSF standards
- Regular Pharmacy visits/Inspection to EUUs
- Labelling and storage
- Monitoring of Short and Near Expiry and Expired medications
- Follow-up of the Safe medication Practices at the EUUs.
- Do data collection from EUU and revision of FMC& LowC for the preparation of the IMO (International Medical Order).

Narcotics:

- Ensure that proper guidelines in storing, dispensing and administration has been followed according to MSF and MoH protocols.
- Report unnecessary findings and discrepancies about Narcotic related issues to managers.

Reporting:

- Keeps her/ his line manager informed about pre-expired and expired items, drafts the list of expired items and supervises the removal of the expired items from all stocks (pharmacy warehouse and end of user units).
- Archives each document in the corresponding file (pro-forma orders, packing lists, etc.).
- Monitors and reports on drug consumptions and medical equipment dispensed according to protocols, informs on unusual patterns in order to ensure availability.
- Prepare Pharmacy monthly reports.

Flexibility:

- Serves as a back – up of Medicines Dispenser to cover for short term planned and/or unforeseen absences in all MSF supported facilities of Mobile Clinics, SoIT, PHCC etc.

Requirements:

Education

- **Essential:** Bachelor's degree in pharmacy.

Experience

- **Essential minimum of 2 years'** certified work experience as a Pharmacy Supervisor or Manager. Previous MSF experience is desirable.

Languages

- Mission language "**English – C2 level** and local language (**Arabic**) **essential**

Knowledge

- Essential computer literacy (word, excel and internet)



Competencies

- Results and Quality Orientation **L2**
- Teamwork and Cooperation **L2**
- Behavioral Flexibility **L2**
- Commitment to MSF Principles **L2**
- Stress Management **L3**

Application process:

The interested applicants should submit their applications, with the CV, and with supporting documents (certificates, diplomas etc.) to Médecins Sans Frontiers, People and Workforce department via the link below:

<https://forms.gle/a9s8x8ecirJMN4s98>

Please save your CV and certificates with your name.

DEADLINE FOR SUBMITTING THE APPLICATIONS: 13th August 2026 4:30PM.

We are an equal opportunity employer; we do not charge a fee for any applications received.

Qualified Female applicants are highly encouraged to apply.

Only short-listed candidates will be contacted