



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Field Site Pharmacist.

Contract type: Full-time.

Duty Station: SYRIA (NWS).

Number of Vacancies: 2.

Application Closing Date: March 26, 2026, 4:00PM.

➤ **JOB SUMMARY :**

The Pharmacist, Field Site will work in assigned health facilities to build the capacity of Ministry of Health (MOH) pharmacy staff in proper dispensing practices, quality storage of medicines, inventory management, stock monitoring, and other related pharmacy functions. The role will also support facilities in assessing medicine needs, preparing procurement requests for medicines and medical items, and ensuring adherence to national and international pharmaceutical standards. Where needed, the pharmacist will directly dispense medicines, provide patient counselling, and maintain accurate documentation of stock movement.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSIBILITIES

- Conduct capacity building and training for MOH pharmacy staff (including dispensers) at assigned health facilities on quality storage practices, proper dispensing standards, inventory management following national and international guidelines, stock monitoring, and other related pharmacy functions.
- Provide ongoing mentoring and supportive supervision to MOH pharmacy staff to ensure sustained adherence to standards.
- Support assigned health facilities in assessing medicine needs, tracking consumption patterns, monitoring stock levels, and preparing timely procurement requests for medicines and medical-related items to prevent stock-outs.
- Dispense medicines to beneficiaries where required, provide patient counselling, and track consumption.
- In health facility settings, support or oversee the issuance of medicines to wards and maintain accurate distribution records.
- Ensure medicines and medical commodities are arranged and managed in accordance with host country and internationally accepted standard practices (tracking expiration dates, First Expire First Out (FEFO) policy, bin cards, stock cards, tracking registers, re-order thresholds, cleanliness, etc.).
- Maintain daily, weekly, and monthly consumption records and share with pharmacy warehouse supervisor/manager and facility teams as appropriate.
- Submit consumption reports in a timely manner.
- Generate timely replenishment requests to prevent stock-outs and ensure availability of essential medicines.
- Track over-utilized and under-utilized items to inform and adjust procurement requests.
- Inform supervisor of pending stock-outs, damaged medications, and other irregularities in a timely manner.
- Regularly check expiry dates on medicines and report expiries immediately to Pharmacy the supervisor.
- Collaborate with other departments and facility staff to ensure smooth implementation and integration of services.
- Provide health education/promotion to beneficiaries and staff on appropriate use of medicines and adherence to treatment.
- When applicable, supervise or mentor junior pharmacists/pharmacy assistants (including MOH staff).
- Support or conduct periodic and annual inventory of pharmaceuticals and other medical commodities at facility level.
- Prepare or support preparation of required reports, including reports on narcotic and psychotropic medicines consumption and expired medical commodities for the National Drug Regulatory Authority.

- Adhere to administrative directives with regard to work schedules, record keeping, patient communications, re-stocking, and ensuring availability of essential pharmaceuticals and medical commodities.
- Adhere to organizational Code of Conduct and internationally accepted humanitarian principles.
- Act in a respectful and culturally sensitive manner towards colleagues and the community.
- Maintain flexibility to take on added responsibilities as and when needed.
- Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

➤ **MINIMUM QUALIFICATIONS :**

- Typically, a bachelor's degree in pharmacy. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 3+ years of relevant experience working in dispensing. Experience in training or capacity building of health staff is an advantage.
- Registered with MOH.
- Basic understanding of and communication capacity in English, should know the national and regional languages
- Ready to take initiatives with teamwork
- Good knowledge of Microsoft Office
- Good oral and written communications in local language
- Evidence of the practice of a high level of confidentiality;
- Strong interpersonal skills, training/facilitation skills, and professional work ethic.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com.

Please do not submit your CV or application to this website; it will not be considered for review.

- WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

❖ **Code of Conduct:**

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps— and donor compliance and ethics standards and adheres to those standards. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

❖ **Safeguarding:**

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons.

❖ **About us**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

➤ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

[Field Site Pharmacist - NWS-Health-FSP26032026](#)

Alternatively, scan the following QR code by your mobile camera:

