

MSF-FRANCE EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support the PHARMACY DEPARTMENT in Syria, MSF France is seeking for:

Pharmacy Supervisor

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Aleppo**
Need: **Up to 45 hours / week**
Start Date: **December 2025**

MSF is committed to promoting gender equity and strongly encourages female candidates to apply

MAIN PURPOSE

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.

MAIN ACCOUNTABILITIES

REQUIREMENTS

- 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, overstocking, 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 analysing 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, 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 consumptions 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
- The Pharmacist Supervisor is responsible for providing operational and professional support to MSF pharmacy, medical warehouse staff and the DoH pharmacists/ Nurses who manage the pharmacy in the supported health facilities.
- The pharmacy supervisor is responsible to conducting field visits, evaluating performance, identifying training needs, monitoring stock levels, and ensuring the efficient management of pharmacy operations in line with MSF standards and MoH regulations.
- Provide on-site guidance and support to pharmacists in the supported health facilities to ensure adherence to professional and company standards.
- Prepare and submit detailed visit reports, highlighting key findings, challenges, and recommendations.
- Support pharmacists of the supported health facilities in managing stock rotation, expiry tracking, and order placement processes.
- Participate in regular pharmacy orders for our supported facilities.
- Ensure that patients receive the necessary instructions for using medications and the potential side effects of medications and that the patient understands the method of treatment.
- Follow up on medication dispensing records through clear reports to follow up on consumption and restore inventory and to avoid gaps in any required type and not to remove any type without permission or justification and to report.
- Coordination to maintain the cleanliness of the available medical devices and the appropriate way to use them and provide the necessary instructions.

REQUIREMENTS

Education

- Accredited pharmacy degree is essential.
- Licensed pharmacist with permanent and not temporary registration is essential
- Preference Candidates who are willing to utilize their license for MSF warehouse registration and importation compliance activities.

Experience

- Experience in pharmacy setting.

Languages

- Mission language and local language essential

Competencies

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/J2vHmYfmn2moBVxQ8>

CLOSING DATE 20 NOVEMBER 2025, AT 05:00 PM



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**