

DEADLINE : 15 August 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: Der Alzour

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

ABOUT PUI IN SYRIA

Under the supervision of the Field Coordinator and the technical guidance of the Finance Manager, the Finance & Admin Officer ensures sound financial management, treasury control, administrative coordination, and HR administrative support at base level, in compliance with Première Urgence Internationale (PUI) procedures and donor regulations.

The position contributes to operational efficiency by ensuring accurate accounting, budget monitoring, proper internal control, and reliable financial reporting.

GENERAL OBJECTIVE

Overall Objective

Under the direct supervision of the Health and Nutrition Program Manager and the overall supervision of the Field Coordinator, the Pharmacist is responsible for ensuring the effective management, quality assurance, rational use, storage, distribution, and monitoring of medicines and pharmaceutical supplies within project-supported health facilities.

The Pharmacist ensures compliance with national pharmaceutical regulations, donor requirements, PUI procedures, and quality standards while supporting uninterrupted access to essential medicines and medical supplies.

The Pharmacist directly supervises the Pharmacy Stockkeeper and provides technical guidance related to pharmaceutical management, supply chain performance, and rational drug use.

The Pharmacist is responsible for:

- Pharmacy management and pharmaceutical services
- Rational use of medicines
- Pharmaceutical supply chain management
- Supervision of the Pharmacy Stockkeeper
- Quality assurance and compliance
- Monitoring, reporting and data analysis
- Capacity building and technical support

Tasks and responsibilities

1. Pharmacy Management and Pharmaceutical Services

- Ensure proper management of pharmacies within supported PHCCs.
- Monitor compliance with national pharmaceutical regulations and standards.
- Ensure medicines are dispensed safely and appropriately to beneficiaries.
- Monitor adherence to Essential Medicines Lists and approved treatment protocols.
- Support implementation of pharmaceutical SOPs and guidelines.
- Ensure proper management of controlled and high-risk medications where applicable.
- Monitor patient safety risks related to pharmaceutical services.
- Ensure pharmaceutical services remain functional and accessible within supported facilities.

2. Pharmaceutical Supply Chain Management

- Monitor medicine consumption and utilization trends.
- Analyze pharmaceutical needs and forecast future requirements.
- Prepare medicine orders and replenishment plans.
- Monitor stock availability and prevent stock-outs.
- Monitor expiry dates and coordinate mitigation measures.
- Ensure adequate storage conditions and stock management practices.
- Coordinate with logistics teams regarding procurement and distribution processes.
- Support management of nutrition commodities when required.

3. Supervision of the Pharmacy Stockkeeper

- Directly supervise the Pharmacy Stockkeeper.
- Review and validate stock records and inventory reports.
- Monitor accuracy of stock cards, inventory tools, and warehouse documentation.
- Conduct regular stock reconciliation exercises.
- Ensure timely reporting of stock movements and inventory status.
- Support the Pharmacy Stockkeeper in addressing stock management challenges.
- Verify compliance with PUI pharmaceutical storage and inventory procedures.
- Conduct regular follow-up performance and coaching of the Pharmacy Stockkeeper.

4. Quality Assurance and Rational Drug Use

- Monitor prescribing and dispensing practices within supported facilities.
- Promote rational use of medicines among healthcare providers.

- Conduct regular reviews of medicine utilization patterns.
- Identify inappropriate prescribing practices and recommend corrective actions.
- Participate in quality improvement initiatives related to pharmaceutical services.
- Support implementation of pharmaceutical audits and corrective action plans.
- Ensure compliance with infection prevention and waste management standards related to pharmaceuticals.

5. Monitoring, Reporting and Data Analysis

- Analyze pharmaceutical consumption data and trends.
- Monitor pharmacy-related indicators and project targets.
- Prepare weekly and monthly pharmaceutical reports.
- Provide stock status and consumption reports to project management.
- Support donor reporting and project performance reviews.
- Monitor stock-out rates, expiry rates, and medicine utilization indicators.
- Contribute health information and reporting systems.

6. Capacity Building and Technical Support

- Provide technical support to PHCC staff involved in pharmaceutical management.
- Identify training needs related to pharmacy management and rational drug use.
- Conduct training and coaching sessions for pharmacy staff and healthcare workers.
- Support orientation of newly recruited pharmacy personnel.
- Develop and update pharmacy-related tools and guidance materials.
- Share lessons learned and best practices related to pharmaceutical services.

7. Coordination and Representation

- Coordinate with Health Directorates and relevant pharmaceutical stakeholders.
- Participate in technical meetings related to pharmaceutical management when delegated.
- Coordinate closely with PHCC Supervisors regarding medicine availability and service needs.
- Coordinate with Community Outreach Activity Supervisors regarding medicines used during outreach activities.
- Coordinate with the Nutrition Responsible regarding nutrition-related commodities and supplements when applicable.
- Represent PUI during pharmaceutical and supply chain discussions when delegated.
- Support harmonization of pharmaceutical practices across all supported facilities.

Required Profile

	REQUIRED	DESIRABLE
TRAINING	• Bachelor's degree in pharmacy • Valid Pharmacist License/Registration according to Syrian regulations • Training in pharmaceutical management and rational drug use	• Master's degree in pharmacy, Public Health, or Health Management • Training in humanitarian pharmaceutical supply chain management • Training in quality assurance and pharmaceutical audits
PROFESSIONAL EXPERIENCE	• Minimum 3 years of experience in pharmacy management or pharmaceutical services • Experience managing pharmaceutical stocks and supply chains • Experience working with health facilities, NGOs, INGOs, or humanitarian health programs	• Experience in Syria humanitarian response • Experience supervising pharmacy staff or stockkeepers • Experience supporting PHC and emergency health programs
KNOWLEDGE & SKILLS	• Strong knowledge of pharmaceutical management and rational drug use • Strong knowledge of pharmaceutical supply chain management • Strong supervisory and analytical skills	• Knowledge of humanitarian pharmaceutical guidelines and donor requirements • Knowledge of health information systems and pharmaceutical reporting tools • Experience in quality improvement and pharmaceutical audits
LANGUAGES	• Arabic (Fluent) • English (Good written and spoken skills)	• Kurdish
SOFTWARE	• Microsoft Word • Microsoft Excel • Microsoft Outlook	• Inventory Management Systems • Power BI

REQUIRED PERSONAL CHARACTERISTICS

- Strong sense of responsibility and accountability.
- Strong analytical and problem-solving skills.
- High attention to detail and accuracy.
- Strong supervisory and coaching skills.
- Excellent organizational and planning skills.
- Ability to manage multiple priorities under pressure.
- Commitment to quality of care and patient safety.
- Strong communication and interpersonal skills.
- Ability to work effectively within multidisciplinary teams.
- Commitment to humanitarian principles and professional ethics.
- Ability to maintain confidentiality and professional integrity

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

<https://forms.gle/3uwT1FDARD3qKWDB8>

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar .

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED
EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO
SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness.
Applications are encouraged from women, candidates, and people with disabilities