

Job Vacancy Announcement (Internally and Externally)

PHARMACY SUPERVISOR

We are an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. We offer assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

Job Family	Medical
Place of Work	Deir Ezzor, Syria – with frequent travel to Abu Kamal
Level	7
Contract of Employment	Service Agreement for 3 months renewable « We are still under the emergency phase of the project, and as such our longer term presence in Deir Ezzor is not yet clear. The project may shift focus to other areas as per the needs and activities. »
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.	
<u>Accountabilities:</u>	
<ul style="list-style-type: none"> • 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 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 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 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. • Assisting in training of nursing staff regarding dispensing of drugs and their side effects 	
MSF Section/Context Specific Accountabilities:	
<ul style="list-style-type: none"> • Support pharmacy systems in Government run (ministry of health) facilities. • Based in Deir EzZor but with regular visits to Bukamal; 	

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

<ul style="list-style-type: none"> • Work collaboratively with pharmacy staff in ministry of health hospitals to ensure medications donated by MSF are appropriately managed, with accurate tracking of consumption. • Support nursing staff in setting up system of managing emergency drug cupboards in ER and on wards, including consumption tracking and ordering. • Teach other staff how to use MSF system of pharmacy management 	
<u>Requirements</u>	
Education	<ul style="list-style-type: none"> • Essential, degree of pharmacy management or nursing related studies., or medical profile
Experience	<ul style="list-style-type: none"> • At least 1 year certified work experience as a pharmacy manager
Language	<ul style="list-style-type: none"> • Mission working language and local language(s) essential
Location	<ul style="list-style-type: none"> • Candidates from Deir Ezzor will be prioritised
Knowledge	<ul style="list-style-type: none"> • Essential computer literacy (word, excel)
Competencies	<ul style="list-style-type: none"> • Results • Teamwork • Flexibility • Commitment • Stress Management

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/Ah4UY78mSR>

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **10 April 2025 (Thursday)**.

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