JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	MEDICINES DISPENSER
Employer	Médecins Sans Frontières - Belgium
Duty Station	Latakia
Deadline for applications	25th November 2026
Contract status	6 months, possibility of renewal
Type of Contract:	Service Agreement, Full time
Start Date	ASAP

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا 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 بلا حدود

Médecins Sans Frontières T-shirt أطباء بلا حدود - موظفي

Main Objective of the position:

To provide an accurate, timely, and qualitative dispensing service of drugs according to medical prescriptions and **MSF** protocols, standards and procedures in order to improve the patient's health conditions.

Accountabilities:

- Dispensing medication to patients according to medical prescription, ensuring the medication is labeled with the correct drug name, strength, quantity, expiry date, directions for use and additional required information and providing clear instructions and advice on how to take the drug, when, how long, how to store, possible side-effects and any other relevant warnings. Making sure the patient understands in order to ensure correct treatment.
- Adhering to MSF practice policies and procedures for dispensing medicines, in particular those relating to controlled drugs and ensuring respect of confidentiality in dispensing
- Placing accurate and timely orders with the central stock, maintaining minimum stock levels of medicines, checking expiry dates and storage conditions and ensuring no medicines or material are taken out of the dispensary without authorization
- Maintaining accurate dispensing records and regularly reporting them to his/her technical reference. Ensuring returned and out-of-date medication is safely removed to a well designated quarantine zone for unwanted pharmaceuticals, separated from the normal stock
- Organizing and keeping clean the dispensing area, ensuring cleanliness and care in handling medicines to avoid contamination and mix-up. Maintaining dispensary equipment, ensuring it is clean, accurate and in a good state of repair.
- Maintaining the integrity and security of the dispensary by admitting only authorized personnel and ensuring that all medicines are stored as appropriate. Reporting immediately to the technical reference on any problem arising in the service (especially loss, robbery, quality problems with medicines (abnormal changes in colour, consistency, and odour) damage of medical equipment or medicines).
- Carrying out Patient Therapeutic Education (PTE) and interacting with patient using a patient-based approach to accompany chronic disease (HIV, TB, etc.) patients along their visits. Receiving patients, informing about treatment and adherence, giving appointment for the next drug delivery. Informing the medical doctor in case of lack of adherence and identifying the reasons and finding solutions to improve adherence.
- Understanding, recording and informing on any complaint received from patients related to medicine use or side effects

MSF Context Specific Accountabilities:

- In addition to standard accountabilities stated above, in collaboration with other team members, the drug dispenser must be:

- Responsible for the organization of drug dispensing at the mobile clinic activities of the team in the different health districts of Latakia according to the movement planning
- Do the inventory of dispensary daily and report any discrepancies to the supervisor
- Coordinate with the medical team all medical supply-related concerns at the mobile clinics – medications, laboratory consumables and medical consumables, ensuring proper use and storage, according to MSF guidelines
- Any damaged or expired item must be placed in a specific zone for expired items and well labelled, and for the nurse team supervisor to be informed
- Weekly stock analysis to be done to alert for pre-rupture and near expiry items.
- Consumptions data should be encoded accordingly, to support with the analysis of stocks.
- According to the Mobile clinic planning established by his/her supervisor, the drug dispenser ensures proper collaboration with the other team members by regular handover of information, strict respect of working hours and facility organization
- Maintain confidentiality of patient information and medications as required by MSF charter

Requirements:

Education: Paramedical background is essential and /or diploma in pharmacy is desirable

Experience: Working experience of at least 6 months in medicines dispensing is essential; previous MSF experience and/or I/NNGO work experience is desirable

Languages: Arabic Language is essential, English language is desirable

Knowledge/skills:
- Essential knowledge of basic mathematics and use of measuring equipment
- Desirable computer literacy (word, excel)

Competencies:

- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Stress Management **L2**

Application process:

To apply for this position, please **Click** on the below link and fill in the application form In **English Language**.
Please keep in mind that applicants must use a personal Gmail Account to be able to complete the application form.

https://docs.google.com/forms/d/e/1FAIpQLSexyt42LqFl6wtaCWiVz_PENojceSZS5vydkf0NyOrLifHzmg/viewform?usp=header

Before submitting the application, make sure to enter all the required data and upload your CV, education and work experience certificates in the dedicated spaces. Submitting is allowed for one time only.

DEADLINE: Completed applications must be received by the **25th November 2026**.

CV document must be in **English language**.
Only short-listed candidates will be contacted.
Only submitted CVs through the application will be considered.
Preferable Candidates should ideally be based in Latakia, or Latakia governorate and are able to commute on short notice to the work location.

Female applicants are highly encouraged to apply.
We are an equal opportunity employer; we do not charge a fee for any applications received.