

Job Announcement (Internally & Externally)

- PHARMACY STOREKEEPER at MSF SPAIN-

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people 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.

MSF SPAIN is advertising for the following position: **PHARMACY STOREKEEPER** – Full Time.

Requirements for the position	
Education:	<ul style="list-style-type: none"> • Essential, secondary school. Desirable, medical related studies.
Experience:	<ul style="list-style-type: none"> • Essential previous experience of at least 2 years in similar or relevant positions. • Desirable previous experience in MSF or other NGOs in developing countries.
Languages:	<ul style="list-style-type: none"> • Arabic language is essential, English is highly desirable.
Others:	<ul style="list-style-type: none"> • Computer literacy (Word, Excel)
Main responsibilities	
Place of work:	<ul style="list-style-type: none"> • Idlib, Syria
Level:	<ul style="list-style-type: none"> • 4
Contract of Employment	<ul style="list-style-type: none"> • Service Agreement for 1 month, renewable.
Main objectives	Execute the pharmacy/medical warehouse storing activities in order to keep pharmacy stock above security level and following recommended conditions (temperature, humidity, etc.) under the supervision of the Medical Warehouse OCBA or Pharmacy Supervisor, and in collaboration with the logistics team.
Main responsibilities and tasks	<p>Accountabilities</p> <ul style="list-style-type: none"> • Supervising material orders and dispatching to ensure rational use. • Receiving orders and deliveries, identifying potential disparities against cargo manifest or others and reporting them, and stores materials in accordance with the system in force, to ensure continuous availability. It includes: <ul style="list-style-type: none"> • Ensuring good storage conditions of all medical items in the pharmacy in accordance with pharmaceutical standards to ensure continuous availability. • Ensuring correct fill in entries on the stock cards and software. • Carrying out or participating in regular inventories including EPREP stock. • Following up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months. • Preparing orders of the different consumption units (departments, wards, others), ensuring proper packaging and dispatching and reporting any anomalies or changes in consumption patterns to the Pharmacy Supervisor. Informing Pharmacy Supervisor as soon as stock reaches alert limit. • Controlling warehouse facilities to ensure materials are kept in good keeping conditions, it includes: <ul style="list-style-type: none"> • e.g. Monitoring temperature in the warehouse and ensuring that products requiring cold chain are suitably stored and transports received, stored, and prepared and transported appropriately according to MSF Supply and Cold Chain protocols. • Ensuring cleanliness of premises (stock pharmacy) and in close collaboration with the logistics department, maintaining refrigerating equipment. • Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regards to damage, loss, attempted break-ins or theft in the warehouse. • Ensuring that items to be quarantined (on-going quality alerts) or to be placed in quarantine zone (batch recalls, expired or damaged items) are removed from the stock and safely locked. • Following up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months. Preparing reports and passing it to the

	<p>supervisor.</p> <p>Specific content</p> <ol style="list-style-type: none">1. Reception and Verification of Medical Supplies<ul style="list-style-type: none">• Participate in the reception of incoming shipments with the pharmacy team.• Verify quantities and quality against delivery documentation.• Report any discrepancies or damaged items to the Project Pharmacist.2. Storage and Stock Organization<ul style="list-style-type: none">• Organize and label medical items by:<ol style="list-style-type: none">i. International Non-Proprietary Name (INN)ii. Therapeutic categoryiii. Expiry date, following the FEFO system (First Expiring, First Out).• Ensure storage areas are clean, organized, and follow MSF standards for temperature and hygiene.3. Cold Chain Management<ul style="list-style-type: none">• Oversee the handling and storage of cold chain items.• Record ambient and cold chain temperatures twice daily.• Report anomalies or temperature deviations to the Project Pharmacist immediately.4. Stock Monitoring and Inventory<ul style="list-style-type: none">• Support regular physical inventories at the Central Pharmacy, Hospital Pharmacy, and End-User Units.• Keep stock levels updated and report critical shortages or consumption patterns.• Monitor item shelf life and initiate replacement processes as needed.5. Order Processing<ul style="list-style-type: none">• Manage weekly orders from hospital and service units.• Assist with monthly/daily planned orders and emergency (non-planned) orders.• Verify that orders align with MSF standards and flag prescription irregularities.6. Expired and Damaged Goods<ul style="list-style-type: none">• Assist in the identification, separation, and documentation of expired or damaged medical items.• Follow MSF protocols for disposal and reporting.7. Documentation and Stock Records<ul style="list-style-type: none">• Maintain stock cards and other inventory tracking tools as required.• Accurately record all in/out stock movements in a timely manner.8. Hygiene and Cleanliness<ul style="list-style-type: none">• Support regular cleaning of shelves, storage boxes, and pharmacy floors to maintain sanitary conditions.9. Reporting and Accountability<ul style="list-style-type: none">• Report immediately any issues, including loss, damage, or theft of items, to the Project Pharmacist.• Maintain high accountability in handling and documentation of all pharmacy materials.
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HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://docs.google.com/forms/d/e/1FAIpQLSfEzsv9nAmNjyKInxIKIcqqBVz78tgCqP6tUjg3PkyaCFmc6A/viewform?usp=dialog>

Only shortlisted candidates will be contacted through their email address.

Closing date: 12th of July 2025.

Vac#2025002

Important notes:

- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff.
- Female candidates are strongly encouraged to apply for this position.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.