



## Vacancy Announcement

### **Job Description:**

**Company:** International Medical Corps.

**Job Title:** Pharmacy Assistant.

**Contract type:** Special Service Agreement.

**Duty Station:** Syria (Rural Damascus – Adra Albalad - Ras Almaara).

**Number of Vacancies:** 2 for each location.

**Application Closing Date:** June 28,2026, 4:00PM.

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#### **1. Background**

The function of the Pharmacist assistant facilitator is to provide pharmacy services to the IMC health program in clinics and Medical Mobile Teams, including dispensing, reporting, and stock monitoring.

#### **2. Scope of Work**

The Pharmacy Assistant will be responsible for the following activities:

- Provides daily pharmacy services at the IMC clinics and Medical Mobile Teams.
- Maintain, submit and update all pharmacy reports on a daily basis including daily expenses and stock at IMC clinics and Medical Mobile Teams.
- Submit pharmacy report, and medicines request.
- Conduct a physical inventory of the drugs on a daily basis to ensure accuracy and availability.
- Keep and fill daily prescriptions, and waybills in a proper way.
- Build, strengthen and share lessons learned regarding best practices to be followed in IMC clinics and Medical Mobile Teams.
- Other related assignments as required.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

#### **3. MINIMUM QUALIFICATIONS**

- Degree/institute in related pharmacy fields
- Minimum 6 Months in related field. Experience with Pharmacy.
- Able to work under pressure.
- Good Time management skills.
- Adaptable and flexible to new change even in last minute
- Excellent in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.

#### **o Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

○ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

**International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.**

**If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com)**

**Please do not submit your CV or application to this website; it will not be considered for review.**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY.**

**This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

Link here

Adra Albalad: <https://enketo.ona.io/x/HuxrdNFa>

Ras Almaara: <https://enketo.ona.io/x/42d2vkDK>