



**International Rescue Committee
Syria Country Program**

Job Description

Job Title: Country Pharmacy Specialist

Grade: Band 7A

Department: Health

Location: Syria: Damascus

Background/Context:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises, helping to restore health, safety, education, economic wellbeing, and power to people devastated by conflict and disaster. Founded in 1933 at the call of Albert Einstein, the IRC is one of the world's largest international humanitarian non-governmental organizations (INGO), at work in more than 40 countries and 29 U.S. cities helping people to survive, reclaim control of their future and strengthen their communities. A force for humanity, IRC employees deliver lasting impact by restoring safety, dignity and hope to millions. If you're a solutions-driven, passionate change-maker, come join us in positively impacting the lives of millions of people worldwide for a better future.

The IRC has operated in Syria since 2012, providing protection, health, economic recovery, and early childhood development programs in Idlib, Aleppo, Ar-Raqqa, Hassakeh, and Deir ez-Zor, with new programs expanding into Hama, rural Damascus, and Homs. With a team of over 350 members, the IRC has established trust and strong community relationships, ensuring access and effective service delivery.

Our longstanding experience in the country to date provides a strong foundation for the IRC to further adapt and expand its programming across Syria, in order to respond to the new realities, with a greater focus on resilience and recovery initiatives. Alongside this, the IRC also It plays a significant role in Syria's NGO, donor, and coordination forums, holding key positions and actively engaging in advocacy efforts.

Healthcare

Since 2012, the IRC has provided comprehensive primary and secondary healthcare through hospitals, clinics, and mobile medical units (MMUs). Ensuring access to vital services like sexual and reproductive health, clinical psychosocial support, and other specialized care. Working alongside our partners, we've helped secure a steady supply of medicines and medical equipment into the country, trained healthcare providers, and deployed health personnel to maintain services in even the most challenging conditions.

Job overview:

As the technical lead on pharmaceutical and nutrition commodity management, the Country Pharmacy Specialist shall be responsible for the quality assurance, rational use, and effective management of all pharmaceutical and nutrition products in the country programs. This role serves as the technical bridge between Supply Chain, Health, and Nutrition units, ensuring full compliance with national regulations, IRC policies, and donor requirements. S/he will participate in the development of strategies for procurement, distribution, and use of medical and nutrition products while ensuring quality and accountability. This position also liaises with external actors and partners on pharmaceutical and nutrition-related issues.

Responsibilities:

A. Pharmaceuticals and Nutrition Supplies Management

- Oversee the quantification, ordering, storage, and distribution of medical drugs and nutrition commodities (RUTF, RUSF, F-75, F-100, and therapeutic milks), ensuring alignment with the CP Essential Drug List (EDL) and integration into the broader supply chain and health systems.
- Collect, aggregate, and analyze consumption data from health facilities for forecasting and ordering.
- Monitor stock levels to prevent stock-outs and expired product losses; set stock security levels in coordination with Senior Health Managers.
- Collaborate with warehouse officers to develop stock level alerts using AMC and morbidity data; analyze stock indicators and escalate concerns to Health and Supply Chain Coordinators.
- Provide input for international and local orders; prepare drafts, validate parameters, and finalize based on consumption and evolving needs.
- Support the implementation and adaptation of IRC's pharmaceutical SOPs and stock management systems.

B. Good Distribution and Dispensing Practices

- Conduct documentation verification of medical shipments (Certificate of Analysis, PO, PL) for quality and compliance.
- Ensure proper transportation and storage of medical goods, including cold chain and dangerous goods, in line with national regulations.
- Conduct GDP self-assessments and implement CAPAs in collaboration with the GSC Pharma QA Manager.
- Ensure daily temperature monitoring and proper function of cold chain equipment.
- Report cold chain breaches and unsafe storage conditions.
- Enforce proper handling of controlled substances and stock rotation (FIFO, FEFO).
- Support monthly and annual physical inventory counts.

C. Quality Assurance and Pharmacovigilance

- Ensure all donations comply with IRC's Quality Assurance Policy and Donations SOP.
- Investigate and quarantine substandard/suspect medical products; document and report claims to GSC Pharma QA Manager.
- Promote pharmacovigilance systems for reporting adverse drug reactions and product quality issues.

D. Disposal and Returns

- Oversee disposal of healthcare products in compliance with national and IRC Waste Disposal SOPs.
- Manage batch recalls and rejected goods in coordination with the GSC Pharma QA Manager.
- Ensure full traceability of products through the supply chain.

E. Procurement and Supplier Management

- Maintain and update the CP Pharma Database of validated suppliers.
- Coordinate local purchases through prequalified suppliers.
- Review requisitions for compliance with the CP EDL; escalate non-standard items to HQ for approval.
- Conduct market assessments and organize supplier visits.

F. Stock Monitoring and Data Use

- Analyze and interpret key stock indicators to inform program decisions: stock-outs, overstocking, expired products, donations, and disposal trends.
- Supervise the release, distribution, and transfer of medical and nutrition stock to field sites.

G. Emergency Preparedness

- Develop and maintain contingency stock levels for emergencies (cholera, malaria, malnutrition, etc.).
- Coordinate with Emergency Response Teams to ensure rapid pharmaceutical and nutrition supply during outbreaks or displacements.

H. Cross-Sector Collaboration

- Collaborate with Nutrition, M&E, and Protection sectors for integrated service delivery and safe, rational use of medicines and therapeutic food.
- Participate in joint assessments, program design, and reviews involving interdisciplinary teams.

Staff Performance Management, Learning & Development:

- Provide mentorship and technical supervision to pharmacy officers, dispensers, and supply chain staff at field and central levels to ensure compliance with IRC pharmaceutical standards and national regulations.
- Develop and implement individual performance plans in coordination with HR and line managers; participate in regular performance evaluations and provide actionable feedback.
- Identify skill gaps and provide ongoing technical guidance and training to Health and Supply Chain staff on IRC Pharma SOPs, GDPs, and commodity safety protocols.
- Support the Ministry of Health in strengthening national pharmaceutical and nutrition commodity systems through supervision, mentorship, and training.

Job Requirements:

Education:

- A university degree in Pharmacy (BPharm or equivalent) from a recognized institution is required.
- Postgraduate qualifications in Public Health, Supply Chain Management, or Pharmaceutical Logistics is an added advantage.

Work Experience:

- Minimum of 7 years of relevant experience in pharmaceutical supply management in humanitarian or development contexts.
- Experience managing essential medicines and nutrition commodities (e.g., RUTF, therapeutic milks) in emergency and primary healthcare settings.
- Proven experience working with national health systems, donor-funded projects, and international NGOs.
- Strong knowledge of national drug regulations, WHO guidelines, and quality assurance standards.

Demonstrated Skills and Competencies:

- Advanced knowledge of pharmaceutical and nutrition commodity supply chain systems.
- Strong analytical and forecasting skills using consumption and morbidity data.
- Excellent interpersonal, supervisory, and capacity-building skills.
- Proven ability to work collaboratively across teams and sectors (e.g., Nutrition, Health, Supply Chain).
- Proficient in Microsoft Office, Excel-based tools, and inventory management software (e.g., Integra, LMIS, or similar).
- Knowledge of Good Distribution Practices (GDP), Good Dispensing Practices (GPP), and pharmacovigilance protocols.

Language/Travel:

- Fluency in English (spoken and written) is required; proficiency in Arabic is an advantage.
- Willingness to travel to field sites up to 40% of the time, including in insecure or remote locations.

Key Working Relationships:

Position Reports to: Health Coordinator

Position directly supervises: Field Pharmacy Managers

Indirect Reporting: Global Pharmacy Advisor, Pharma Quality Assurance Manager

Key Internal Contacts: Supply Chain Manager, Senior Health Managers, Supply Chain and Warehouse Managers, Health Officers, clinical teams

Key External Contacts: Ministry of Health, Other local NGO and INGOs

How to apply:

Interested candidate can apply to this link: [Pharma Specialist / Damascus – Fill out form](#) before 18th Mar 2026.

Professional Standards: IRC staff must adhere to the values and principles outlined in IRC Way – Global Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, IRC operates and carries out policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-Workplace Harassment, Respect at Work Fiscal Integrity, and Anti-Retaliation.

Returning National Candidates: We strongly encourage national or returning national candidates to apply for this position. If you are a citizen of the country where this position is based and are currently residing outside of your home country, you may be eligible for an attractive relocation package. Eligibility is determined based on IRC's operational needs and specific role requirements. IRC strives to attract, motivate, and retain qualified national staff in our programs.

Accountability to Clients: IRC staff must adhere to the commitment of contributing to the sustainability and development of its (CR) Client Responsiveness Mechanisms, preserving the culture of prioritizing the needs of our clients and affected communities by systematically listening to their perspectives and using their feedback to make programmatic decisions and giving them greater influence over program design and delivery. ***