

Job Announcement (Internally & Externally)

- Project Pharmacy Manager 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: **Project Pharmacy Manager** – Full Time

Requirements for the position	
Education:	• Essential: Pharmacy degree with valid licenses.
Experience:	• At least 2 years' experience of demonstrated, experience as a pharmacist required. • Desirable previous experience with MSF or other NGOs in developing countries.
Languages:	• Arabic and English languages are essential .
Others:	• Essential: Computer literacy, (words, excel, PowerPoint, outlook).
Main responsibilities	
Place of work:	• The position will be based in Idlib – Atimah catchment area with several visits to Homs, Damascus and Daraa.
Level:	• 10
Contract of Employment	• Service Agreement for 1 month, renewable.
Main objectives	Supporting the Mission Pharmacy Manager in defining, coordinating and monitoring all pharmacy related activities in the project area including management of staff, according to MSF protocols, standards and procedures and the mission's pharmacist and Medical Coordinator's guidelines, to ensure the proper management and supply of drugs and medical devices.
Main responsibilities and tasks	<ul style="list-style-type: none">• Participating actively in the definition and update of the annual planning and budgets of the pharmacy activities of the projects.• Supervising the functioning and organization of the project central pharmacy and other peripheral units, setting the protocols and procedures to be followed by all staff to ensure the quality of the service provided to the population, including pharmacovigilance in case of need.• Supporting in defining storage, stock management and supply processes, as well as hygiene and security procedures, tools, and protocols (controlling pests and rodents) to ensure good storage conditions (temperatures, humidity and light exposure) and the accurate handling of the products and equipment in terms of hygiene and that all hygiene and security procedures are followed in project pharmacies (cleaning, controlling pests and rodents, etc.)• Giving support in the ordering and supply process of medicines and medical devices. Monitoring correct stock management across pharmacies within projects area, to guarantee a good control and up to date data of stock levels and avoid expiries, overstocks and stock outs• Supervising the collection of data for monitoring and surveillance of optimal quantity & quality of medicine use.• In collaboration with the PMRs and Mission Pharmacy Manager, Supervising, coaching, motivating and evaluating all the pharmacy staff, to ensure the strict respect for working procedures and protocols. Ensuring that all pharmacy staff uses required clothes and equipment according to protocols, i.e. white coat, gloves, etc.• Carrying out all the reporting tasks associated to his/her field of action and responsibility, ensuring its consistency and accuracy, to support in the relevant decision-making and participating in monthly reports according to guidelines.

HOW TO APPLY:

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

<https://forms.gle/jHAo7kmzCHYw3iWP8>

Only shortlisted candidates will be contacted through their email address.

Closing date: Saturday 24th May 2025.

Please note that due to the urgency to fill this position, you are encouraged to apply immediately as we will be reviewing applications on a rolling basis, therefore we may withdraw the position before the advertisement's closing date if we receive a sufficient number of candidates or a suitable candidate/s is identified.

Important notes:

- Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.
- 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.