

Internal and external job vacancy

PHARMACY STOREKEEPER

MSF provides medical assistance to populations facing life-threatening crises: primarily in the event of armed conflicts, epidemics, pandemics, natural disasters and exclusion from healthcare. The care provided is of high quality and free of charge.

MSF Syria aims to achieve gender parity in its efforts towards equity, diversity and inclusion (EDI).

Applications from women are strongly encouraged.

It is strictly forbidden to demand or offer anything (sexual favours, goods or money) in return for a job opportunity.

If you are approached by a member of staff asking for money or favours, please contact the Human Resources department by email to: msfch-syria-hrco@geneva.msf.org

1. Type of vacancy

☒ Full time position

Number of vacancies: **1**

Application deadline: **Sep 28th, 2026 at 5.00 pm**

2. Job details

- Project: **SY141**
- Location: Sweida City
- Contract type: **3-month Service Agreement**
- **Candidates should be residents of Sweida Governorate and not to be under contract with DoH**
- Monthly hours: **208 hours**
- Level: **4**
- Department: **Medical**
- Line manager: **Pharmacy Supervisor**

3. Main responsibilities of the post

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 Pharmacy Supervisor, and in collaboration with the logistics team

- Receive, store, and dispatch medicines and medical supplies according to MSF standards.
- Ensure safe storage conditions, including cold chain monitoring, warehouse cleanliness, and stock security.
- Keep stock records accurate and up to date, and participate in regular inventories, including emergency stocks.
- Monitor stock levels, expiry dates, and discrepancies, and report risks or anomalies to the Pharmacy Supervisor.
- Prepare and distribute pharmacy orders for hospital departments and mobile teams, ensuring correct handling of quarantined, expired, or damaged items.

Please note that the responsibilities listed above are not exhaustive. The Job Description, which includes all responsibilities associated with this role, will be made available to and signed by the successful candidate(s) for the role.

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4. Selection criteria

Education :

Graduate degree or diploma in Pharmacy, Pharmacy Assistant/Technician training, or other relevant medical/paramedical studies with pharmacy experience

Language:

Arabic, English desirable

Experience:

1 year experience related

Required qualities:

Stress management, flexibility, results-oriented and quality-conscious, teamwork and cooperation, strong commitment to MSF's principles and values.

Residence

Residents of Sweida governorate

5. Documents to be provided

1. Cover letter addressed to "The Head of Human Resources"
2. Curriculum Vitae: **maximum 2 pages.**
3. Copies of the degree for the post or your highest degree.
4. Copy of training certificates **relevant to the position.**
5. Copies of employment certificates **relevant to the position.**

Any application that is incomplete and/or does not meet the criteria will be rejected. In the event that no candidate meets the criteria required for the post, MSF reserves the right not to shortlist anyone.

If the applicant cannot read or write, please consult the project's HR Administrator.

6. Submission of applications

- Electronic application: Application is done through google forms via link or QR below, please ensure all the information required are filled out and attachments are uploaded accordingly. Incomplete applications might be discarded or deprioritized.



<https://forms.gle/f8tb38EDnfx4nhU7>

MSF OCG does not reimburse any travel expenses incurred by candidates during the recruitment process.

If you have any questions regarding this role or the recruitment process, please contact

msfch-syria-hrco@geneva.msf.org

We would like to thank all applicants for their interest in this role and in joining or developing their career within the MSF team.



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C. LIECHTENSTEIN Human Resources Coordinator
Head of Human Resources
Damascus – MSF SWITZERLAND