



## JOB PROFILE

### A Pharmacy Advisor

#### Direction of International Operations, LACMENA Unit – Damascus, Syria

Date updated: April 2026

#### MAIN RESPONSIBILITIES:

To ensure the implementation of the process for the procurement, stock management and dispensing of pharmaceutical products, in compliance with national and international regulatory constraints and in line with MdM's good practice.

#### WORKING RELATIONSHIPS:

- **Hierarchical link:** Medical Coordinator
- **Functional link:** Pharmacist Advisor in HQ
- **Team under his/her direct supervision:** N/A
- **Team under his/her functional supervision:** N/A

#### ESSENTIAL DUTIES:

##### 1. Pharmacy Management

- Analyze national and international regulatory frameworks and ensure alignment with MdM standards.
- Update, disseminate, and implement pharmacy management tools, procedures, dispensing and distribution protocols, as well as pharmaceutical product destruction procedures.
- Manage alerts and incidents related to pharmaceutical products (batch recalls, quarantine, etc.).
- Obtain necessary authorizations for distribution, storage, donations, etc.
- Participate in quality reviews of practices through prescription analysis.
- Contribute to needs assessments, prepare regular forecasts, calculate replenishment orders and buffer stocks, and initiate timely procurement of medical supplies in collaboration with the Medical Coordinator and Health Activity Managers.
- Support and coach teams and/or partners, including technical supervision, practice analysis, recommendations, and implementation of corrective actions.
- Build capacity and train teams and/or partners.
- Study import regulations in coordination with the Logistics department for international procurements.
- Evaluate or audit potential local suppliers according to MdM standards (QUAMED), upon request of the Medical Manager and/or Medical Coordinator.
- Estimate supply requirements, anticipate stock shortages, and plan purchases.
- Supervise the supply of bases and/or partners.
- Oversee the management of the central pharmacy and/or medical warehouse.
- Control inventories and monitor consumption.
- Implement data collection systems.
- Compile, analyze, monitor, and report pharmacy data.

- Draft activity reports and monthly medical reports.

## 2. Team Management

- Manage and lead a team, including sharing information, setting objectives, monitoring activities, managing leave, recruitment, discipline, security, training, and skills development.
- Plan and monitor activities and implement corrective actions when necessary.
- Advise, arbitrate, and support measures to be taken in case of difficulties, malfunctions, and/or incidents.

## 3. Reporting & Meeting Attendance

- Collect required data and submit agreed-upon data reports to the Medical Coordinator on time.
- Provide brief summaries of any meetings attended.
- Prepare weekly activity reports for the Medical Coordinator.
- Participate proactively in MdM internal meetings (medical, security, etc.).

## Conditions of the job

Position based in Damascus with frequent travel to support current and potential areas of intervention.

## REQUIREMENTS

### Education & Professional experience

- Bachelor's degree in pharmacy
- Minimum 3 years' experience required in a similar position
- Experience with International NGOs is an added value
- Experience in logistics department is an added value

## Skills

### • Technical

- Understand pharmaceutical sciences and techniques and the issues relating to pharmaceutical products
- Knowledge and understanding of the public health system in Syria, of national protocols and standards in the relevant field of activity
- Understand the management cycle of pharmaceutical products
- Grasp international tools and reference frameworks
- Draft and format notes, documents and/or reports
- Develop, adapt, formalise, and communicate tools and procedures
- Analyse and research information
- Design and lead training modules
- Work in a multi-disciplinary team
- Master the language of the coordination (English)
- Use the Office pack and pharmaceutical stock management tools (SAGA stock, Excel, etc.)
- Analyse medical consumption (consistency between prescriptions and observed consumption) and report any discrepancies that are observed
- Plan and evaluate the supply chain (suppliers, orders, anticipation of needs, import, Transport, etc)

- **Soft**
  - Diplomacy, negotiation, and networking skills
  - Ability to work under a minimum of supervision
  - Reactivity, anticipation, adaptability, capacity to take initiatives
  - Ability to classify and to manage priorities, plan and organise
  - Team spirit
  - Adheres to MdM values
  - Act with impartiality respecting all the beneficiaries and report any allegation of misconduct toward staff, patients or community
  - Comfortable in dealing with people from a different cultural background and with different sexual orientation
  - Excellent communication skills and ability to adapt the communication to different beneficiaries
  - Ability to cope with difficult security context
  
- **IT**
  - Use the Office pack and pharmaceutical stock management tools (SAGA stock, Excel, etc.)
  - Excellent Microsoft Office skills (Office 365 Tools)
  - Internet
  
- **Languages**
  - Fluency in Arabic is mandatory
  - Fluency in English is mandatory

#### **Employment conditions**

- Type of contract: Service contract
- Duration: 6 Months
- Starting date:
- Rhythm: full-time
- Location: position based in Damascus with regular field visits in the South
- Related occupation: Category 7, Salary: 2 035,80 USD Per Month (In addition to Food and Transportation allowance, Medical allowance and 13<sup>th</sup> Month)