Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Pharmacist.

Contract type: Special Service Agreement.

Duty Station: Syria-Tartous

Number of Vacancies: 1

Application Closing Date: December 2,2026, 4:00PM.

JOB SUMMARY:

To provide comprehensive internal medicine care to adult patients in a high-acuity, resource-constrained humanitarian setting, including management of acute and chronic conditions, stabilization of critically ill patients, and support to multidisciplinary clinical teams. To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

Key Tasks / Deliverables:

- Dispense medicines to beneficiaries, provide patient counselling, and keep track of consumption
- In health facility settings, issue medicines to wards and maintain distribution records
- Provide required medicine instructions, advice, and counselling to the beneficiaries while dispensing medicines.
- Arrange and manage medicines and medical commodities in accordance with host country and internationally accepted standard practices (tracking expiration dates, First Expire First Out (FEFO) policy, bin cards, stock cards, tracking registers, re-order thresholds, cleanliness, etc.)
- Maintain daily, weekly, and monthly consumption records and share with pharmacy warehouse supervisor/manager accordingly.
- Submit consumption reports in a timely manner.
- Generate timely replenishment requests to prevent stock outs and ensure availability of essential medicines.
- Track over-utilized and under-utilized items to adjust requests.
- Inform supervisor of pending stock outs, damaged medications, and other irregularities on a timely manner
- Regularly check expiry dates on medicines and report expiries immediately to Pharmacy Manager/ Medical Director/SMT/ Responsible party as applicable.
- Collaborate with other departments as needed to ensure smooth implementation and integration of services.
- Provide health education/promotion to beneficiaries on appropriate use of medicines and adherence to medicine
- When applicable, supervise Junior pharmacists (pharmacy assistants)
- Conduct periodic and annual inventory of pharmaceuticals and other medical commodities
- Prepare reports including reports on narcotic and psychotropic medicines consumption, expired medical commodity report to the National Drug Regulatory Authority etc.
- Adhere to administrative directives with regards to work schedules, record keeping, patient communications, re-stocking, and ensuring availability of essential pharmaceuticals and other medical commodities
- Adhere to IMC Code of Conduct and internationally accepted humanitarian principles.
- Act in a respectful and culturally sensitive manner towards other colleagues & the community.
- Maintain flexibility to take on added responsibilities as and when needed.

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.

Required Qualification, Skills, and Experience:

- Typically, a bachelor's degree in pharmacy. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 3+ years of relevant experience working in dispensing.
- Registered with MOH.
- Basic understanding of and communication capacity in English, should know the national and regional languages
- Ready to take initiatives with teamwork
- Good knowledge of Microsoft Office
- Good oral and written communications in local language
- Evidence of the practice of a high level of confidentiality;
- Strong interpersonal skills and work ethic

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.

o **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
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:

Tartous:
https://enketo.ona.io/x/0iTr4Rdq