

DEADLINE : 15 Ayygyst 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: Der Alzour

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

ABOUT PUI IN SYRIA

Under the supervision of the Field Coordinator and the technical guidance of the Finance Manager, the Finance & Admin Officer ensures sound financial management, treasury control, administrative coordination, and HR administrative support at base level, in compliance with Première Urgence Internationale (PUI) procedures and donor regulations.

The position contributes to operational efficiency by ensuring accurate accounting, budget monitoring, proper internal control, and reliable financial reporting.

Overall Objective

Under the direct supervision of the Pharmacist and the overall supervision of the Health and Nutrition Program Manager, the Pharmacy Stockkeeper is responsible for the proper storage, stock management, inventory control, and distribution of medicines, medical consumables, nutrition commodities, and pharmaceutical supplies required for project implementation.

The Pharmacy Stockkeeper ensures compliance with PUI procedures, donor requirements, and pharmaceutical storage standards while maintaining accurate inventory records and supporting uninterrupted availability of health commodities.

The Pharmacy Stockkeeper is responsible for:

- Pharmaceutical stock management
- Storage and inventory control
- Distribution and replenishment
- Documentation and reporting
- Warehouse organization
- Support to pharmacy operations

Tasks and responsibilities

1. **Stock Management and Inventory Control**

- Receive medicines, medical consumables, nutrition commodities, and health supplies.
- Verify quantities, batch numbers, expiry dates, and product conditions upon receipt.
- Update stock cards, inventory records, and stock management tools.
- Ensure accurate recording of stock movements.
- Conduct routine stock reconciliations.
- Monitor stock levels and alert the Pharmacist regarding shortages or overstock situations.
- Support forecasting and replenishment activities through accurate stock reporting.

2. Storage and Warehouse Management

- Ensure medicines and supplies are stored according to manufacturer recommendations and PUI procedures.
- Ensure appropriate storage conditions including temperature monitoring.
- Organize stock according to categories, batches, and expiry dates.
- Ensure cleanliness and security of storage areas.
- Monitor storage capacity and identify potential risks affecting product quality.

3. Distribution and Replenishment

- Prepare and distribute medicines and supplies to PHCCs, outreach teams, and project-supported facilities.
- Verify distribution requests and supporting documentation prior to release of stock.
- Prepare stock issue vouchers and delivery documentation.
- Track distributed quantities and update inventory records accordingly.
- Support emergency replenishment requests when needed.

4. Monitoring of Expiry Dates and Stock Quality

- Conduct regular expiry tracking exercises.
- Prepare reports on near-expiry products.
- Inform the Pharmacist of products approaching expiry.
- Support implementation of redistribution plans to minimize losses.
- Monitor product conditions and report damaged or compromised stock.
- Ensure proper segregation of expired, damaged, or quarantined products.

5. Documentation and Reporting

- Maintain complete and accurate inventory records.
- Prepare weekly and monthly stock reports.

- Support preparation of consumption and stock status reports.
- Archive stock management documents according to PUI procedures.
- Ensure availability of supporting documents during audits and monitoring visits.
- Participate in physical inventory counts and stock reconciliations.

6. Coordination and Compliance

- Work closely with the Mission Pharmacist to ensure continuous availability of medicines and supplies.
- Coordinate with logistics teams regarding receipt and transport of commodities.
- Support donor, MoH, and internal audits related to stock management.
- Ensure compliance with PUI pharmaceutical and warehouse management procedures.
- Report discrepancies, losses, or stock management issues immediately.

Required Profile

	REQUIRED	DESIRABLE
TRAINING	• Diploma or bachelor's degree in pharmacy, Warehouse Management, Logistics, Health Sciences, or related field • Training in stock management and inventory control	• Training in pharmaceutical warehouse management • Training in humanitarian supply chain management • Training in Good Storage Practices (GSP)
PROFESSIONAL EXPERIENCE	• Minimum 2 years of experience in stock management, warehouse management, or pharmaceutical inventory management • Experience working with inventory records and stock tracking tools • Experience working with NGOs, health facilities, or supply chain systems	• Experience in humanitarian health programs • Experience managing pharmaceutical and medical supplies • Experience supporting nutrition commodity management
KNOWLEDGE & SKILLS	• Knowledge of inventory management principles • Strong organizational and record-keeping skills	• Knowledge of pharmaceutical storage requirements • Knowledge of humanitarian supply chain procedures • Familiarity with donor compliance requirements
LANGUAGES	• Arabic (Fluent) • Basic English	• Good English
SOFTWARE	• Microsoft Excel • Microsoft Word • Microsoft Outlook	• Inventory management software • Pharmaceutical information systems

REQUIRED PERSONAL CHARACTERISTICS

- High attention to detail and accuracy.
- Strong organizational skills.
- Ability to maintain accurate records.
- Integrity and accountability.

- Ability to work independently and under pressure.
- Strong problem-solving skills.
- Good communication and teamwork skills.
- Commitment to humanitarian principles.
- Ability to manage multiple priorities.
- Reliability and professionalism.
- Ability to maintain confidentiality.
- Commitment to quality and compliance.

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

<https://forms.gle/sbMotUAKnFzsWyF4A>

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED
EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO
SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness.
Applications are encouraged from women, candidates, and people with disabilities