

Pharmacy Technician

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.

Job Family	Medical & Paramedical
Place of Work	Al-Bukamal- Syria
Level	5
Type of Contract	Service Agreement for 6 months, Renewable

Objectives of the position:

Supporting the drug supply management in the designated facilities under the supervision of the Mission Pharmacy Manager of the project and according to MSF health policies and protocols, in order to contribute in the guarantee of the proper management and distribution of drugs and medical devices

Accountabilities

- In cooperation with the Pharmacy Manager, assisting in the supervision, management and control of the medical stock in the project in order to avoid ruptures, losses and gross overstock of drugs and other supplies and over-seeing and monitoring its storage conditions
- In cooperation with the Pharmacy Manager, assisting on a monthly basis with preparation and approval of order requests, ensuring they are completed in timely manner to prevent unnecessary orders in between. Following up on drug ruptures.
- In cooperation with the Pharmacy Supervisor and other MSF team members, assisting in the supervision, mana-gement, follow up and control of medical/supply stock in the MSF office, expat houses, and MSF cars. This in-cludes physical count, ordering and monitoring of expired dates.
- Assisting with the collection of consumption from facilities on at least a monthly basis and collecting data about number of patients. Cooperating with and assisting the Pharmacy Manager in all related monthly reports, and un-der the Pharmacy Manager's supervision, communicating and providing medical data to relevant MSF team members
- Improving and following up the monitoring systems in place.
- Supporting the MoH counterparts in their responsibilities regarding monitoring of drug consumption, stock mana-gement and preparing/receiving orders.
- Perform cleaning and minor maintenance for biomedical equipment used. Fol-lowing the user manual and proto-cols and alert supervisor in case of malfunctioning.
- Assisting in preparing and organizing training sessions for MSF staff.
- Providing programs continuity during supervisor's absence and handovers; sharing knowledge of program with incoming staff in a timely, accurate and efficient manner

MSF Section/Context Specific Accountabilities

- **Daily and weekly Consumption Reporting:** in coordination with medical supervisors, report daily and weekly consumption of medicines, including controlled drugs, and submit reports to the pharmacy supervisor.

***We are an equal opportunity employer; we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

- **Stock Balance Reports:** Prepare weekly or monthly stock balance reports, highlighting any discrepancies, near-expiry items, or stockouts.
- **Controlled Drug Register:** Maintain a specific Controlled Drug Register to track every transaction of controlled substances, including receipt, dispensing, and destruction.
- **Usage Reports:** Submit regular controlled drug usage reports to the pharmacy supervisor and ensure compliance with both MSF and local regulatory requirements.
- **Coordination with Medical Team:** Work closely with the medical team to ensure timely delivery of needed medicines during procedures or emergencies.
- **Cross-Department Collaboration:** Participate in multi-departmental meetings to address pharmacy-related challenges and ensure smooth coordination

Requirements

Education	<ul style="list-style-type: none"> • Essential: Diploma in Pharmacy Technician with active professional registration/license in Syria. • Desirable: Degree in Pharmacy with active professional registration/license in Syria.
Experience	<ul style="list-style-type: none"> • Two years of experience in collaborating with local pharmacy systems (MoH and private) is an asset • Two years of experience in supervising and training others in a team setting in related role. • Experience in MSF or other NGO's in related role is an asset.
Language	<ul style="list-style-type: none"> • English language essential. Arabic language desirable
Knowledge	<ul style="list-style-type: none"> • Essential: Good computer skills (word, excel)c

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/CDQaZPq9Ef>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 09/02/2026

Deadline of Application: **18/02/2026 4:30 pm**

Published on 09/02/2026

- Applicants must attach/upload their CVs along with their most recent and relevant diplomas
- If any of the required documents are missing, the application will not be considered
- If any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

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