

## MSF INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. [www.msf.org](http://www.msf.org)

**To support its Coordination pharmacy department and medical operations in Syria, MSF is seeking a:**

### Project Pharmacy Manager (Intersectional)

Type of contract: **Service Agreement**  
Duration: **4 months, renewable**  
Place of Work: **Damascus**  
Need: **Up to 48 hours / week**  
Start Date: **ASAP**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

#### MAIN PURPOSE

Define, coordinate, and monitor all activities related to the pre-clearance and importation of medical goods in the mission, in line with MSF protocols, standards, and procedures and under the guidance of the Mission Pharmacists and Medical Coordinators, to ensure timely, compliant availability of medical supplies for all MSF sections operating in Syria.

#### ACCOUNTABILITIES

- Giving support in the ordering and supply process of medicines and medical devices. and avoid expiry, overstocks and stock outs.
- Ensuring the collection of data for monitoring and surveillance of optimal quantity & quality of medicine use. Carrying out all the reporting tasks associated to his/her field of action and responsibility, ensuring its consistency and accuracy, in order to support in the relevant decision-making and participating in monthly reports according to guidelines (SitReps, medical statistical reports, etc.)

#### SPECIFIC ACCOUNTABILITIES

##### Intersectional Position for MSF in Syria ( 5 Sections)

- Lead and harmonize the end-to-end pre-clearance and importation workflow for pharmaceuticals, medical devices, and medical consumables, ensuring alignment across all MSF sections present in Syria.

- Serve as the primary mission focal point for regulatory and importation coordination, maintaining structured liaison with relevant Syrian authorities (e.g., MoH and other competent bodies) and facilitating official communication and follow-up.
- Validate importation and pre-clearance documentation packages (e.g., invoices, packing lists, batch/lot details, certificates, legalization requirements) prior to submission, ensuring completeness, accuracy, and compliance with national requirements and MSF standards.
- Work in close collaboration with the Supply team - ICTM (International Custom and Transit Manager)
- Monitor regulatory changes affecting importation (requirements, controlled items, timelines, restrictions) and promptly communicate updates to mission stakeholders, European Supply Centers, and relevant coordination/cell interlocutors.
- Maintain and regularly update mission-level importation reference tools (e.g., Country Constraints Sheet and related tracking files), ensuring traceability, version control, and availability of validated information for operational planning.
- Develop and maintain an importation tracking system/dashboard (permits, submissions, approvals, expected arrival dates, customs milestones), including routine reporting of lead times, bottlenecks, and risks to coordination and section stakeholders.
- Proactively identify and mitigate operational and compliance risks (e.g., documentation gaps, non-conformities, regulatory shifts, blocked shipments), proposing corrective and preventive actions, and escalating issues through defined governance lines.
- Ensure quality assurance elements are respected within the importation process, including traceability of manufacturers, batch-level documentation when required, cold chain integrity requirements, and controlled-substances governance where applicable.
- Facilitate coordination with external stakeholders (NGOs, UN agencies, donors, local partners) when relevant to support advocacy for humanitarian access and continuity of medical supply under the supervision of Medco's and pharmaco's.
- Contribute to mission preparedness by integrating importation constraints and lead times into emergency planning (EPREP), contingency stocks, and alternative sourcing scenarios were permitted and operationally justified.
- Support Knowledge management and continuity through SOPs, process mapping, templates, archiving, and structured handovers to ensure system resilience despite staff turnover.
- Support the regional intersectional pharmacist (based in Amman) and QA team in providing systematic updates regarding the importation, pre-clearance and any relevant topics.
- Organize, facilitate, and document regular coordination meetings and ad-hoc updates with the respective MSF Section Pharmacy Coordinators and the Mission Pharmacist, ensuring timely information-sharing, alignment on importation priorities, risk mitigation, and decision-making.

## REQUIREMENTS

**Education** Bachelor's degree in pharmacy (BPharm/PharmD) with Active professional registration/license in Syria.

### Experience

- Minimum **2 years of professional experience** in pharmaceutical supply chain, pharmacy operations, regulatory affairs, or importation-related roles is required.
- Experience in MSF or other NGO's in developing countries is desirable



**Languages** Arabic, English essential  
**Knowledge** Essential computer literacy (word, excel and internet)  
**Competencies**

- People Management and Development
- Commitment to MSF Participles
- Behavioural Flexibility
- Results and Quality Orientation
- Teamwork and cooperation

#### HOW TO APPLY

**Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:**

<https://forms.gle/zpS12DNS6K3oCPPz7>

**CLOSING DATE 16 FEBRUARY 2026/5:00 P.M**



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.  
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**