MSF-FRANCE

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

Medical Department in Aleppo, Syria, MSF France is seeking for:

PHARMACY STOREKEEPER (1)

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Aleppo, Syria**
Need: **Activity rate 100%**
Start Date: **ASAP**

MSF is committed to promoting gender equity and strongly encourages female candidates to apply.

MAIN PURPOSE

Execute the pharmacy/medical warehouse storing activities in order to keep pharmacy stock above security level and following recommended conditions (temperature, humidity, etc.) under the supervision of the Medical Warehouse or Pharmacy Supervisor, and in collaboration with the logistics team.

MAIN ACCOUNTABILITIES

- Supervising material orders and dispatching in order to ensure rational use.
- Receiving orders and deliveries, identifying potential disparities against cargo manifest or others and reporting them, and stores materials in accordance with the system in force, in order to ensure continuous availability. It includes:
- Ensuring good storage conditions of all medical items in the pharmacy in accordance with pharmaceutical standards in order to ensure continuous availability.
- Ensuring correct fill in entries on the stock cards and software.
- Carrying out or participating in regular inventories including EPREP stock.
- Following up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months.
- Preparing orders of the different consumption units (departments, wards, others), ensuring proper packaging and dispatching and reporting any anomalies or changes in consumption patterns to the Pharmacy Supervisor. Informing Pharmacy Supervisor as soon as stock reaches alert limit.
- Controlling warehouse facilities in order to ensure materials are kept in good keeping conditions, it includes e.g., Monitoring temperature in the warehouse and Ensuring that products requiring cold chain are suitably stored and transports received, stored, and prepared and transported appropriately according to MSF Supply and Cold Chain protocols.
- Ensuring cleanliness of premises (stock pharmacy) and in close collaboration with the logistics department, maintaining refrigerating equipment.

- Controlling warehouse limited access to authorized personnel and ensure doors and other exits are secured. Immediately inform the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse.
- Ensuring that items to be quarantined (on-going quality alerts) or to be placed in quarantine zone (batch recalls, expired or damaged items) are removed from the stock and safely locked.
- Following up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months. Preparing reports and passing them to the supervisor.

MSF Section/Context Specific Accountabilities

- With support from the pharma supervisor following up the monthly consumption in the facilities
- With support of the pharma supervisor, providing technical support for the pharmacy/medical teams in the facilities (pharmacist, medicine dispensers, nurses, etc.)
- Participate in the delivery and reception of the regular orders at the facilities and support the storage organization
- Update and inform the line manager about any issues related to the warehouse or facility pharmacies
- Follow up the updates according to MSF protocols to be aware and up to date.
- Participate in team meetings and relevant training.

Requirements

Education	Essential, secondary school. Desirable, medical related studies.
Experience	Desirable previous experience of 1-2 years in similar or relevant positions. Desirable previous experience in MSF or other NGOs in developing countries.
Languages	Essential local language, desirable mission working language (English)
Knowledge	Essential computer literacy (word, excel and internet)

HOW TO APPLY

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

Application Pharmacy Storekeeper – Aleppo project

CLOSING DATE 30TH NOVEMBER 2026, AT 05:00 PM

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