

Job Announcement (Internally & Externally)

- PHARMACY SUPERVISOR – based in Atima catchment Area

MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.

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.

MSF SPAIN is advertising for the following position: **Pharmacy Supervisor** – Full Time.

Requirements for the position	
Education:	<ul style="list-style-type: none"> • Essential: Pharmacy degree with valid license.
Experience:	<ul style="list-style-type: none"> • Essential previous experience of at least 4 years in the same field. • Previous experience of at least 1 year as a Pharmacy Supervisor will be an asset. • Desirable: Experience with MSF or other humanitarian NGOs in the same field.
Languages:	<ul style="list-style-type: none"> • Arabic and English languages are essential.
Others:	<ul style="list-style-type: none"> • Essential: Computer literacy, (words, excel, PowerPoint, outlook).
Main responsibilities	
Place of work:	<ul style="list-style-type: none"> • Idlib – Atimah catchment area with field visits to Homs and other project locations as per the operations need
Level:	<ul style="list-style-type: none"> • 7
Contract of Employment	<ul style="list-style-type: none"> • Service Agreement for 1 month, renewable.
Main objectives	Ensuring general functioning of the pharmacy and supervising pharmacy supply chain processes in accordance with MSF standards, protocols and procedures, in order to ensure its efficiency and operating availability.
Main responsibilities and tasks	<ul style="list-style-type: none"> • Lead donations and consumption oversight for MSF partner, operating from the Atimah central pharmacy in line with MSF standards and national regulations. • Verify the donation requests and justifications; ensure quality, shelf-life, batch/lot traceability; complete GRN/GDN & donation forms; arrange secure, documented dispatches from Atimah to PHCCs (waybills; temperature logs when cold chain applies). • Consolidate weekly/monthly PHCC consumption; analyze AMC/FMC, Days of Run (DoR), stock-outs/overstocks, variances; investigate atypical trends and propose corrections to PMR/MPM. • Set/review min-max and buffers per PHCC; pick/pack and authorize inter-site transfers from Atimah; enforce FEFO and implement near-expiry action plans (redistribution/usage). • Ensure timely, correct Isystock postings (receipts/issues/transfers); perform monthly 3-way reconciliations (Isystock vs bin cards vs physical) for Atimah/Homs; clear discrepancies with documented actions. • Maintain temperature control and documentation across storage and transport; manage excursions with CAPA and report to PMR/MPM. • Apply double-lock, dual-count, register reviews; run monthly audits and spot checks with corrective actions. • Work with Supply/Logistics on order sequencing and deliveries; align with medical leads on standard lists and rational use; keep use within budget while preventing ruptures/expiries. • Emergency readiness: Pre-position agreed MCI/outbreak kits (e.g., trauma, cholera, scabies) at Atimah and, where validated, at PHCCs; maintain sealed-kit registers; conduct quarterly checks. • Quarantine non-conforming items, organize approved destruction with full documentation; channel ADR reports through mission procedures. • Provide on-the-job coaching to PHCC dispensers/nursing staff; conduct regular support visits to the field (access permitting) with short visit reports and tracked follow-ups. • Submit a concise monthly donations & consumption pack per PHCC (KPI summary: stock-outs, DoR, expiry risk, variances, transfers) with risks/mitigations to PMR and Mission Pharmacy Manager; contribute to audits/mission reports as requested.

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV, Education certificate, and valid work Permission License from MOH through this link:

<https://forms.gle/w1YQBHtuSQRsEFFM8>

Only shortlisted candidates will be contacted through their email address.

Closing date: 03rd September 2025

Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.