



MSF Switzerland
Sweida, Syria

MSF Switzerland (MSF-CH)

JOB VACANCY – Pharmacy Supervisor

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **February 15, 2026, to March 31, 2026 (with the possibility of extension)**.

- **Position:** Pharmacy Supervisor
- **Number of Vacancies:** 1
- **Location:** Sweida Governorate and its villages
- **Residence:** Sweida
- **Publish day:** 03.02.2026

Scope of responsibilities:

Ensuring general functioning of the pharmacy and supervising pharmacy supply chain processes in accordance with **MSF** standards, protocols, and procedures, to ensure its efficiency and operating availability.

Main tasks:

- Ensuring storage, stock management and supply processes, as well as hygiene and security procedures, tools, and protocols (controlling pests and rodents), implementing appropriate quality controls and records, in order to ensure good storage conditions (temperatures, humidity and light exposure) and availability of drugs and medical material, according to **MSF** protocols, national regulations and in cooperation with the logistics department.
- Coordinating the delivery, reception and recording of international and local orders, in close coordination with the logistics department, updating stock files and informing line managers on their status (shortfalls, over-stocking, expiry dates), to permanently ensure security stock levels and ensure efficient management of stock.
- Supervising orders of medical and drug material to ensure an efficient and appropriate consumption pattern under budget constraints.
- Supervising the supply of drugs to patients, according to medical prescriptions, informing them on consumption patterns and keeping conditions to ensure their therapeutic progression.
- Ensuring efficient supply to other pharmacies managed/supported by **MSF** according to orders and stocks and using cold chain when needed. Monitoring and analyzing orders of depending pharmacies to avoid ruptures of stock or having expired drugs.
- Carrying out regular inventories including EPREP and first kit aids stocks.
- Supervising, with the HR department, the associated processes (sizing, staff shifts, recruitment, training, performance evaluation, development, and internal/external communication) of the pharmaceutical team



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and the nursing staff, to ensure both the sizing and the amount of knowledge required and to improve their dispensing capabilities.

- Recording all items received and issued in computer (Isystock) and stock card and reporting on drug consumptions and medical equipment dispensed according to protocols, informing on unusual patterns as well as forecasting future needs, to rationalize the budget and to ensure availability.

Assisting in training of nursing staff regarding dispensing of drugs and their side effects

Recruitment criteria

Education: • Accredited Pharmacy Degree is essential.

Experience: • At least 1 year certified work experience as a pharmacy supervisor;
• Desirable MSF/NGO experience;

Languages: Essential, bilingual in both English language and Arabic languages.

Skills: • Good medical terminology knowledge.

Competencies:

- Results.
- Teamwork.
- Flexibility.
- Commitment.
- Service.
- Stress Management.

Residency: Sweida

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a smartphone.

The deadline is 9th February, 2026 the end of business day

<https://forms.gle/UUWv3p5WTka6Jes78>



Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.



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