

## JOB VACANCY ANNOUNCEMENT- MSF OCB

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|----------------------------------|------------------------------------------|
| <b>Job Title</b>                 | Pharmacy Supervisor                      |
| <b>Employer</b>                  | Médecins Sans Frontières - Belgium       |
| <b>Duty Station</b>              | Latakia                                  |
| <b>Deadline for applications</b> | <b>18<sup>th</sup> November 2025</b>     |
| <b>Contract status</b>           | 3 months Service, possibility of renewal |
| <b>Type of contract</b>          | Full time                                |
| <b>Start Date</b>                | As Soon as possible                      |

### Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

*Check the links:*

[Médecins Sans Frontières](#) [أطباء بلا حدود](#)

[Médecins Sans Frontières T-shirt](#) [أطباء بلا حدود - موظفي](#)

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### Main Purpose

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.

### Accountabilities :

- 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), in order to permanently ensure security stock levels and ensure efficient management of stock.
- Supervising orders of medical and drug material in order 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 in order 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 analysing orders of depending pharmacies in order to avoid ruptures of stock or having expired drugs.
- Supervising, with the HR department, the associated processes (sizing, staff shifts, recruitment, training, performance evaluation, development and internal/external communication) of the pharmaceutical team and the nursing staff, in order 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 reporting on drug consumptions and medical equipment dispensed according to protocols, informing on unusual patterns as well as forecasting future needs, in order to rationalise the budget and to ensure availability.
- Assisting in training of nursing staff regarding dispensing of drugs and their side effects

### MSF Section/Context Specific Accountabilities:

- Ensures that orders from end user units have been validated by the concerned supervisor.

| Department                                                    | Validation                     |
|---------------------------------------------------------------|--------------------------------|
| Mobile Clinic/ PHCC                                           | NTS                            |
| Emergency Boxes, Safe Rooms, Offices and GH, and Staff Health | PMR (Project Medical Referent) |
| All Extra Orders and medical supplies not in MSL              | PMR (Project Medical Referent) |

- Supervises the preparation of orders for each end user unit and supervises the double-check of the prepared order.
- Support with inventory and replenishment the emergency boxes and the EPREP stock (with the Supply Department).
- Monitors and reports on drug consumptions and medical equipment dispensed according to protocols, informs on unusual patterns in order to ensure availability.
- Records all items received and delivered in the stock management tool.
- Provide support to EUU's as follows:
  - Regular Pharmacy visits/Inspection to EUUs
  - Labelling and storage
  - Monitoring of Short and Near Expiry and Expired medications
  - Follow-up of the Safe medication Practices at the EUUs.
- Ensures that the medical items are swapped on a regular basis to mitigate the number of expired items (pharmacy warehouse and end of user units).
- Implement and follow MSF standard for Good Pharmacy Practice (e.g. Proper storage, cold chain, reception, dispensing etc).
- Follow up the self inspection GSDP CAPA at the end user units and the medical warehouse.
- With the mission Pharma manager and the Supply Department, support with the preparation of the Medical Order Chronogram and sharing with the medical team.
- Supervision of the Medicine dispensers.
- With Supply and Mission Pharma mgr, facilitates emergency local purchase of ruptured items according to MSF's guidelines and recommendations.
- Narcotics:
  - Ensure that proper guidelines in storing, dispensing and administration has been followed according to MSF and MoH protocols.
  - Report unnecessary findings and discrepancies about Narcotic related issues to managers.
- Reporting:
  - Keeps her/ his line manager informed about pre-expired and expired items, drafts the list of expired items and supervises the removal of the expired items from all stocks (pharmacy warehouse and end of user units).

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- Archives each document in the corresponding file (pro-forma orders, packing lists, etc.).
  - Monitors and reports on drug consumptions and medical equipment dispensed according to protocols, informs on unusual patterns in order to ensure availability.
  - Do data collection from EUU and revision of FMC& LowC for the preparation of the IMO (International Medical Order).
  - Prepare Pharmacy monthly reports.
- Actively participate in medical and other meetings when needed to give update about the Pharmacy issues and challenges as well as plans and schedules.

#### **Requirements:**

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|--------------------|-------------------------------------------------------------------------------------------------------|
| <b>Education</b>   | Essential, degree of pharmacy management                                                              |
| <b>Experience</b>  | At least 1-year certified work experience as a pharmacy manager; previous MSF experience is desirable |
| <b>Languages :</b> | Arabic language is essential; English is desirable.                                                   |
| <b>Knowledge :</b> | Essential computer literacy (word, excel and internet).                                               |

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#### **Application process:**

Interested applicants should fill in the application: [Application From Pharmacy Supervisor Latakia – Fill out form](#)

And send the CV in the application.

**Deadline for applications: 18<sup>th</sup> November 2025.**

**Only short-listed candidates will be contacted.**

**Only submitted CVs through the application will be considered.**

**Preferable Candidates should ideally be based in Latakia, or able to commute on short notice to the work location.**

*Female applicants are highly encouraged to apply.*

*We are an equal opportunity employer; we do not charge a fee for any applications received.*