MEDECINS SANS FRONTIERES

UPPER NILE STATE - MALAKAL
11 NOV 202
DIRECTORATE OF LABOUR

MSF SPAIN IS OPENING THE RECRUITMENT OF: PHARMACY SUPERVISOR

(BASED IN MALAKAL/ PERMANENT STARTING WITH FIXED TERM CONTRACT/ LEVEL 7)

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

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 stocks.
- 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 analyzing 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 rationalize the budget and to ensure availability.
- Assisting in training of nursing staff regarding dispensing of drugs and their side effects

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MSF SPAIN
MEDECINS SANS FRONTIERES
MALAKAL
ADMIN
South Sudan

MSF Section/Context Specific Accountabilities:

- Ensure proper storage, temperature monitoring, stock control, and FEFO implementation for all medicines and medical supplies.
- Conduct regular inventories and monitor expiries to maintain accurate and safe stock levels.
- Coordinate receipt, storage, ordering, and distribution of medicines with logistics and medical teams.
- Ensure continuous availability of essential drugs for the hospital, PHCCs, and emergency activities.
- Maintain emergency stocks for measles, cholera, malaria, hepatitis E, and other outbreak responses.
- Together with the manager, Forecast pharmaceutical needs and support emergency preparedness and response activities.
- Supervise dispensing practices and ensure compliance with MSF treatment protocols.
- Provide technical support to medical staff on drug use, dosages, interactions, and side effects.
- Supervise pharmacy staff, organize schedules, and ensure effective daily operations.
- Conduct training, mentoring, and performance evaluations to strengthen staff capacity.
- Ensure all stock transactions are accurately recorded in Isystock and pharmacy records.
- Prepare monthly reports on consumption, stock status, expiries, and forecasting needs.
- Ensure compliance with MSF standards for storage, hygiene, pest control, and medicine quality.
- Monitor and document expired, damaged, or quarantined products for proper disposal.
- Collaborate closely with MAM, NAM, logistics, supply, teams.
- Participate in department meetings for decision-making across the project.

Note:

Additional task/responsibilities can be included, hence must be flexible and adapt to the changing needs and responsibilities

Please note that only applications with Labour cards will be considered as instructed by state ministry of Labour in Malakal

REQUIREMENTS

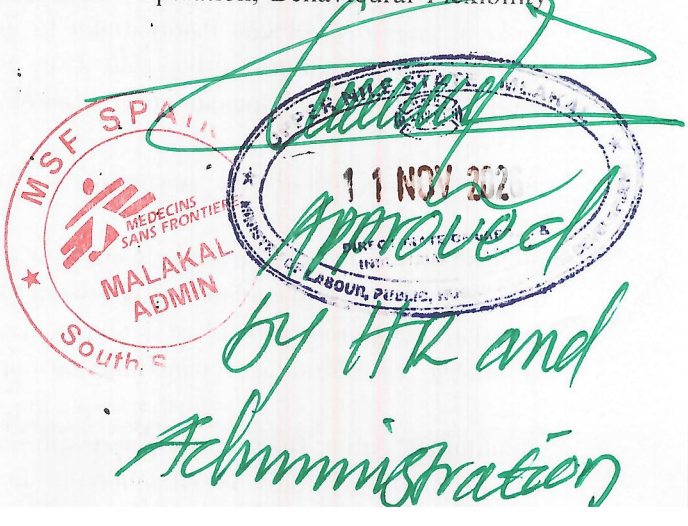
Education: Degree of Pharmacy Management or Nursing related studies., or medical profile

Experience: One year of professional experience as a pharmacist and Supervision.

Languages: Mission language (English) and local language essential (Arabic)

Knowledge: Desirable computer literacy (word, excel and internet)

Competencies: Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Principles ,Stress Management .



HOW TO APPLY.

Please apply using the link below or

https://forms.gle/Jurz79EvDoxaLvSW6

Scan QR Code

Opening Date: 11th November 2026

Closing Date: 24th November 2026

WARNING! ***MSF strongly warns its esteem applicants that any proven fake documentation (i.e., fake academics certificates/diplomas/Universities tittles or fake work certificates submitted) in the application, will automatically lead to disqualification and total exclusion of the applicant from the current and future recruitment processes. Verification of applicants' documents by MSF is a must!***

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidentiality.
MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Approved by HR and Administration