

JOB VACANCY – PARAMEDICAL DISPENSER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organization providing assistance to people in need because 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 above-mentioned position, to be given a fixed term contract of 6 months with probation period of 3 months.

Position: Paramedical Dispenser.

Number of Vacancies: One Position

Location: Abyei Special Administrative Area

Scope of responsibilities:

To provide an accurate, timely, and qualitative dispensing service of drugs according to medical prescriptions, MSF protocols, standards and procedures, and the country legislation in place; to communicate effectively with patients and their caretakers all the required information about their treatment and medicines in order to improve the quality of patient care.

Main tasks:

- Dispensing medication to patients or their caregivers according to medical prescriptions, ensuring the safety and appropriateness of these prescriptions. Ensuring the correct selection, packaging, and labelling of medicines. Liaising with doctors and other healthcare providers to clarify prescriptions and ensure seamless continuity of patient care.
- Having effective communication with patients/caretakers regarding all the required information regarding their treatment, checking that patients understand their treatment and making appropriate interventions to support understanding and adherence.
- Responsible for ensuring the appropriate use of tools/resource (e.g. treatment dispensing aids to be used with the patients) collaborating with the medical team to ensure update
- Responsible for reporting complaints received from patients or staff related to medicines, their use or side effects or any quality issue.
- Contributing to rational prescription analysis with the medical team
- Adhering to MSF practice policies and procedures for dispensing medicines, particularly those relating to controlled drugs (narcotics, psychotropics, etc) and ensuring respect of confidentiality in dispensing respecting also the national legislation
- Planning and placing accurate and timely orders with the project stock, performing regular inventories and ensuring minimum stock levels of medicines are maintained, checking expiry dates, ensuring returned and out-of-date medication is safely removed to a well designated quarantine zone, separated from the normal stock
- Ensuring appropriate storage conditions in the dispensary are maintained. Ensuring monitoring of cold chain and reporting temperature breaches to the supervisor
- Ensuring that the dispensary is well organised and kept clean, ensure cleanliness and care in handling medicines, maintaining dispensary equipment, ensuring it is clean, accurate and in a good state of repair.
- Ensure the integrity and security of the dispensary - only authorized personnel are admitted. Reporting immediately any problem arising in the service such as loss, robbery, quality problems with medicines damage of medical equipment or medicines to the supervisor
- Ensuring traceability of the expiry date and the batch number of each medical item prior to dispensing to the patient
- Ensuring accurate dispensing and consumption records are maintained
- Recognising when further support concerning patient safety is needed and knowing where to find it (medication-related issue such as drug interactions, allergies, serious side effects, etc)
- Participating to the medical team meeting to contribute input/feedback coming from dispensing

MSF Section/Context Specific Accountabilities

- Ensure dedicated and continuous monitoring of the Emergency Room (ER) dispenser, including shift-based stock reconciliation of medications dispensed, in order to strengthen accountability and prevent diversion or misuse of medicines in this high-turnover area.
- Maintain a dedicated dispensing register/log for the ER dispenser recording every medication dispensed (patient, prescriber, item, batch, quantity and time), in order to ensure full traceability of ER medication use.
- Conduct regular physical stock counts of the ER dispenser against dispensing records and prescriptions, and immediately report and investigate any discrepancies to the supervisor/project pharmacist.
- Ensure controlled drugs (narcotics, psychotropics) dispensed from the ER dispenser are recorded, double-checked and countersigned in line with MSF controlled drug procedures, given the high-risk nature of the ER context.
- Restrict and monitor access to the ER dispenser to authorized personnel only, and report immediately any unauthorized access, loss, or discrepancy to the supervisor.
- Collaborate with the ER medical team and project pharmacist to review ER prescribing/dispensing patterns and flag irrational, excessive, or repeated prescriptions for follow-up.
- Provide regular reporting to the project pharmacist/supervisor on ER dispenser consumption trends, stock levels, and any anomalies identified, in order to strengthen oversight of medication use in the ER.

Requirements

Education	Paramedical background Completion of dispensing training level 1&2 within 1 month from recruitment
Experience	Working experience of at least 12 months is essential
Languages	Mission language and local language essential
Knowledge	Essential knowledge of basic mathematics and use of measuring equipment Desirable computer literacy (word, excel) Proficiency in processing prescriptions, entering patient information and managing inventory.
Competencies	Results and Quality Orientation L2 Teamwork and Cooperation L2 Behavioural Flexibility L1 Commitment to MSF Principles L1 Stress Management L2 Communication skills L2

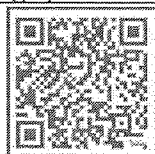
How to apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit

their application at the MSF Switzerland office in Abyei, Ameth Bekh Hospital. Application documents include cover letter, CV, relevant AND VALID copy of diploma or degree, work certificates, and other documents such as national ID, residence and labour card.

The deadline to apply is not later than 4th of September 2026, at 05:00 PM

<https://forms.gle/nu5N34GKgpphYKZq5>

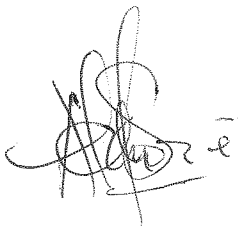


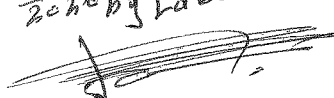
Only short-listed candidates will be contacted.

Interested candidates (including the ones in the previous pool) are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

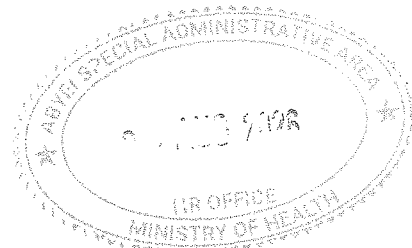
Only complete applications will be considered.

*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. If you have any questions or requests, you can contact the **Abyei HR Manager at the MSFCH office in Abyei, Amethbek Hospital.***



Approved
26/8
2026 by Labour


pass by RRE
Abyei Office
on 26/8/2026

 Smoti, HR