



MSF SPAIN IS OPENING THE RECRUITMENT OF: PHARMACY MANAGER.

(BASED IN JUBA/ SPECIFIC CONTRACT/STARTING WITH 6 MONTHS/LEVEL 10)

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply department, and That's why, 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

Defining, coordinating and monitoring all pharmacy related activities in the project area including management of staff, according to MSF protocols, standards and procedures and the mission's pharmacist and Medical Coordinator's guidelines, in order to ensure the proper management and supply of drugs and medical devices.

Main Duties & Responsibilities

- Participating actively in the definition and update of the annual planning and budgets of the pharmacy activities in the project/Coordination.
- Supervising the functioning and organization of the Mission Medical Warehouse/Project Central Pharmacy, setting the protocols and procedures to be followed by all staff in order to ensure the quality of the service provided to the population, including Mission Pharmacy Manager vigilance in case of need
- Defining storage, stock management and supply processes, as well as hygiene and security procedures, tools, and protocols (controlling pests and rodents) in order to ensure good storage conditions (temperatures, humidity and light exposure) and the accurate handling of the products and equipment in terms of hygiene and that all hygiene and security procedures are followed in project pharmacies (cleaning, controlling pests and rodents, etc.).
- Giving support in the ordering and supply process of medicines and medical devices. Monitoring correct stock management across pharmacies within project area, to guarantee a good control and up to date data of stock levels and avoid expiries, overstocks and stock outs. Reporting on drug consumptions and medical devices dispensed according to protocols, informing on unusual patterns
- Ensuring, in cooperation with the project logistic manager, proper maintenance of cold chain and storage conditions (e.g. humidity, temperature, light exposure, cleanliness, pest and rodents control, etc.), and that classification and organization of medicines and medical material meet MSF protocols.
- Ensuring the collection of data for monitoring and surveillance of optimal quantity quality of medicine use. Supporting activities at service level for effective drug distribution and control, quality prescription (analyzing rational drug use), medicines reconciliation, antibiotic stewardship interventions such as restricted use antibiotic review, follow up of pharmaceutical care plans, patient counseling, good dispensing practices and safe medication practices.
- Supervising, coaching, motivating and evaluating all the pharmacy staff under his/her responsibility, in order to ensure the strict respect for working procedures and protocols. Ensuring that all pharmacy staff uses required clothes and equipment according to protocols, i.e. white coat, gloves, etc.
- To define, if needed, training opportunities for the medical staff.

- Carrying out all the reporting tasks associated to his/her field of action and responsibility, ensuring its consistency and accuracy, in order to support in the relevant decision-making and participating in monthly reports according to guidelines (SitReps, medical statistical reports, etc.).
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility to ensure both the sizing and the amount of knowledge required.

MSF Section/Context Specific Accountabilities.

- The Project Pharmacy manager would work under supervision and task delegation of the Mission Pharmacy Manager
 - Prepare and submit importation applications to the DFCA
 - Conduct monthly stock reporting and analysis for Juba, setting actions plans for stock issues when needed
 - Hold and maintain a valid national pharmacist license, registered for use by MS (if needed)
 - Provide coverage for the Project Pharmacy Manager position when required
 - Offer support to emergency projects as needed, based on operational priorities
- The Project Pharmacy manager should be ready to fill the gap of some tasks of Mission pharmacy manager position in during his/her absence.

REQUIREMENTS

- Essential: pharmacy degree (equivalent 4-5 years diploma pharmacist)
- Two years of demonstrated experience as a pharmacist required
- Experience in MSF or other NGO's is desirable.
- Essential: English, Arabic and other local language(s).
- Essential: Computer literacy (word, excel and internet)

COMPETENCIES

- People Management and Development
- Commitment to MSF Principles
- Behavioral Flexibility
- Results and Quality Orientation
- Teamwork and Cooperation

HOW TO APPLY

Interested applicants can submit their motivation letters, updated CV, relevant academic certificates, previous work certificates and nationality ID card.

Application should be addressed to:

RECRUITER, MSF SPAIN, JUBA.

**Submission can be done by E-mail: msfe-juba-jobs@barcelona.msf.org or
DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA or MALAKAL**

With clearly written job title and updated contact numbers.

Closing date for submissions: 7/12/2025 at 17:00 hrs.

We thank all applicants for their interest, but only short-listed candidates will be contacted for the recruitment process.

Applications once submitted, will not be returned to applicants.



WARNING! MSF strongly warns its esteem applicants that any proven fake documentation (i.e., fake academics certificates/diplomas/Universities titles 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 confidence.

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.

Done in Juba on 24th November 2025.

  Alexandra Sou Fo
HRCo
24/11/2025

