

JOB VACANCY NOTICE

Médecins Sans Frontières (MSF) is an international, non-governmental, medical relief organization which provides assistance to populations in distress, to victims of natural disasters and armed conflict irrespective of race, gender, religion, creed or political convictions.

MSF-Belgium is seeking qualified and highly motivated applicants for the function of:

PHARMACY TECHNICIAN -VACANCY (1)-YEI

Main purpose of the function

Supporting the drug supply management in the designated facilities under the supervision of the Project Pharmacy Manager according to **MSF** health policies and protocols, in order to contribute in the guarantee of the proper management and distribution of drugs and medical devices.

Main accountabilities:

- In cooperation with the Project Pharmacy Manager, assisting in the supervision, management and control of the medical stock in the project in order to avoid ruptures, losses and gross overstock of drugs and other supplies and overseeing and monitoring its storage conditions
- In cooperation with the Project Pharmacy Manager, assisting monthly with preparation and approval of order requests, ensuring they are completed in timely manner to prevent unnecessary orders in between. Following up on drug ruptures.
- In cooperation with the Project Pharmacy Manager and other **MSF** team members, assisting in the supervision, management, follow up and control of medical/supply stock in the **MSF** office, expat houses, and **MSF** cars. This includes physical count, ordering and monitoring of expired dates.
- Assisting with the collection of consumption from facilities on at least a monthly basis and collecting data about number of patients. Cooperating with and assisting the Pharmacy Manager in all related monthly reports, and under the Pharmacy Manager's supervision, communicating and providing medical data to relevant **MSF** team members
- Improving and following up the monitoring systems in place.
- Supporting the MoH counterparts in their responsibilities regarding monitoring of drug consumption, stock management and preparing/receiving orders.
- Perform cleaning and minor maintenance for biomedical equipment used. Following the user manual and protocols and alert supervisor in case of malfunctioning.
- Assisting in preparing and organizing training sessions for MSF staff.
- Providing programs continuity during supervisor's absence and handovers; sharing knowledge of program with incoming staff in a timely, accurate and efficient manner.

MSF Section/Context Specific Accountabilities:

- Monitor monthly and bi-weekly consumption of medicines and medical supplies across all End User Units (EUUs) within YCH and Jansuk PHCC. Analyze consumption trends to identify unusual increases in consumption, stock discrepancies, risks of stock-outs and promptly report findings and recommended corrective actions to the Project Pharmacy Manager and project Medical coordinator.
- Ensure the availability, completeness, and timely submission of tally sheets and consumption reports from all End User Units (EUUs) including Jansuk PHCC to Project Pharmacy Manager to support validation of data accuracy.

- Support the Project Pharmacy Manager in providing training and supportive supervision to MSF and Ministry of Health staff involved in pharmaceutical and medical stock management, including cold chain management, tally sheet completion, consumption reporting, inventory control, order preparation, stock organization, and good storage practices.
- Support Project Pharmacy manager in conducting regular visits to hospital EUU and Jansuk pharmacies, and medical warehouse to assess pharmaceutical management practices, identify improvement areas, support implementation of corrective actions, and provide timely reports and follow-up to project teams and the Pharmacy Manager.
- Support implementation of pharmacy SOPs and MSF guidelines and follow up on recommendations from supervision visits and training activities.
- Support the Project Pharmacy Manager in controlled drugs management across EUUs (including Jansuk if any) and warehouse by ensuring secure storage, registers are properly maintained, compliance with MSF and national regulations and acting as focal point for picking/reception and documentation during the Pharmacy Manager's absence.
- In collaboration with Project Pharmacy Manager, ensure expired and damaged pharmaceutical products from End User Units (EUUs) and warehouses are collected on a monthly basis, coordinate with the Environmental Health (EH) department, and support their timely, compliant, and properly documented disposal in accordance with MSF procedures and local regulations.
- Assist the Project Pharmacy Manager in maintaining emergency preparedness (EPREP) stocks by ensuring inventory records are up to date and supplies remain readily available for immediate deployment when required.

Main requirements:

Education	Diploma in Pharmacy and registration with the relevant professional authority in South Sudan, where applicable. Bachelor's degree in pharmacy is an asset.
Experience	Experience working in both Ministry of Health (MOH) facilities and international non-governmental humanitarian organizations. Demonstrate experience in stock management, consumption monitoring, supervising and training others in a team setting
Competence	Good computer skills: MS Word, MS Excel. Results and Quality Orientation L1 Teamwork and Cooperation L1 Behavioural Flexibility L1 Commitment to MSF Principles L1 Stress Management L2
Knowledge	Excellent written and verbal communication skills.



Language: English language essential; local working language would be an asset.

Application procedure:

1. Assemble your application including letter of motivation, CV with active contact number, copy of required diplomas and copy of South Sudanese National ID.
2. Clearly indicate the position you are applying for and submit your application to:

Location	Medecins Sans Frontieres Belgium offices in Maruwa, Boma, Yei, Kajo Keji, Renk or Juba
Email	msfocb-yei-jobs@brussels.msf.org
Deadline	Friday, October 23 rd , 2026, 4:30 PM

Responsible employer

MSF is an equal opportunity employer that values diversity. Men, women and people with disabilities are encouraged to apply. MSF is committed to hiring candidates who will contribute positively to creating safe and respectful work environments.

Notice

Only short-listed candidates will be announced and invited for the next step of the recruitment process.
All applications will remain the property of MSF-B.

HR/FIN Manager

