MEDECINS SANS FRONTIERES

MSF Switzerland
Juba, South Sudan

MSF Switzerland (MSF-CH)

JOB VACANCY – PHARMACY SUPERVISOR - TWIC

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result 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 following position with initial **6-months** Fixed Term Contract and Trail Period of **3-months**.

Position: Pharmacy Supervisor
Number Of Vacancies: 1
Reports To (Hierarchical): Project Pharmacy Manager/PMR/MAM
Reports To (Functional): Mission Pharmacy Manager/PMR/MAM/MEDCo
Job Family: Medical and Paramedical
Supervises (Function): Pharmacy Storekeepers and/or Medicines Dispensers
Location: Mayen Abun, Twic County, Warrap State



Scope of responsibilities:
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:

1. Conduct monthly inventory analyses (covering shortages, near-expiry items, overstocks, and sleeping stock) and collaborate with department supervisors and managers on action plans.
2. Perform weekly follow-ups on end-user stock at hospital and outreach locations to ensure optimal storage and stock levels.
3. Oversee order preparation and dispatch to end-user units, ensuring a rigorous double-checking process between pharmacy and receiving personnel.
4. Ensure accurate and timely data entry in Isystock for all medical supply movements, and verify the correct reception of all incoming supplies.
5. Monitor and maintain the pharmacy cold chain, analyzing data trends and sharing regular reports with the Pharmacy Manager.

6. Organize partial and complete monthly inventories, analyze variance data, keep discrepancies within standard limits, and submit final reports to the Pharmacy Manager.
7. Supervise the distribution of controlled drugs, ensuring all legal and internal documentation is fully completed prior to issuance.
8. Support capacity-building initiatives by providing training to pharmacy and medical staff on relevant pharmacy topics as required.
9. Perform any other duties as assigned by the Pharmacy Manager.

Recruitment criteria

Education:	• Essential, degree of pharmacy management or nursing related studies., or medical profile
Experience:	• At least one year of professional experience as a pharmacist.
Languages:	• English language and local language essential
Knowledge:	• Computer literacy
Competencies:	• Results and Quality Orientation L2 • Teamwork and Cooperation L2 • Behavioural Flexibility L2 • Commitment to MSF Principles L2 • Stress Management L3

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. **The deadline to apply is 25th of November 2026.**

https://forms.gle/wfLZoUNG9R13mtfTA

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

*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 **Personnel Development Manager** at the **MSFCH office** in **Hai Cinema – Juba**.*

As part of its safeguarding commitment, MSF has zero tolerance for sexual exploitation and abuse, harassment, discrimination, and abuse of power. MSF never charges money or requests favours in exchange for employment opportunities.

II Approve by Labour Department Worrap State Inspector

For Labour Department Director

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