



Juba, 13<sup>th</sup> May 2026

## **MSF-FRANCE JOB ADVERTISEMENT**

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

**To promote diversity and inclusion, we encourage female candidates to apply for this position. Our organization is committed to gender balance and equal opportunities**

### **POSITION: PHARMACY STOREKEEPER- JUBA/AKOBO**

#### **Purpose of position**

Execute the pharmacy storing activities in order to keep pharmacy stock above security level and following recommended conditions (temperature, humidity, etc.) under the supervision of Pharmacy Supervisor, and in collaboration with the logistics team.

#### **MAIN ROLES AND RESPONSIBILITIES**

##### **Accountabilities**

- Management of the orders and the supply: supervise material orders and dispatching in order to ensure rational use.
  - ✓ Receive orders and deliveries
  - ✓ Identifying potential disparities against packing lists or others and reporting them
  - ✓ Store materials in accordance with the system in force,
  - ✓ Ensure correct fill in entries on the stock cards
  - ✓ Prepare orders of the different consumption units (departments, wards, post-op clinics, others...), ensuring the packaging and proper dispatching.
- Stock management
  - ✓ Ensure good management of the stocks cards by writing down all the information needs as per the procedure implemented by the pharmacy



- supervisor
- ✓ Carry out or participate in regular inventories including EPREP stock.
- ✓ Is responsible for each outgoing of the stock that must require his authorization and his supervision or the one from his supervisor.
- ✓ Follows up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months. Make a report and pass it to the supervisor
- Organization, cleanliness and security of stock
  - ✓ Ensures good storage conditions of all items in the pharmacy.
  - ✓ Control warehouse facilities in order to ensure materials good keeping conditions (Monitor temperature in the warehouse as well as the fridges on daily basis )
  - ✓ Ensure cleanliness of premises (stock pharmacy).
  - ✓ Maintain refrigerating equipment in close collaboration with the logistics department.
  - ✓ Stay physically present in the pharmacy in order to limit access to authorized personnel and ensure doors and other exists are secured.

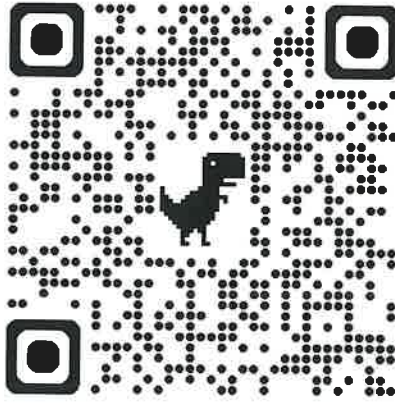
## Requirements

<b>Education</b>	Diploma or degree in Pharmacy, Warehouse Management, or related field.
<b>Experience</b>	Essential previous experience of at least 2 years in similar or relevant positions
<b>Languages</b>	Essential English and Arabic desirable language.

### HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) **by email** as a single document to [msff-juba-recruitment@paris.msf.org](mailto:msff-juba-recruitment@paris.msf.org) or by completing the application form using the **QR Code** or link below:





<https://forms.gle/G5vJoFwQ6XvaYx9a7>

**Please** clearly state the name of the position you are applying for in the subject line of the email

**Please note:**

- MSF does not accept any form of money, gift, or favour as part of its recruitment processes – if you are requested for any form of favour, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.
- The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal 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 personal data will be treated confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.

**The closing date is 27<sup>th</sup> May 2026**

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.

