



**MSF SPAIN IS OPENING THE RECRUITMENT OF: PROJECT PHARMACY MANAGER  
(BASED IN ULANG/CONTRACT STARTING WITH 3 MONTHS/LEVEL 10)**

**In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, 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.

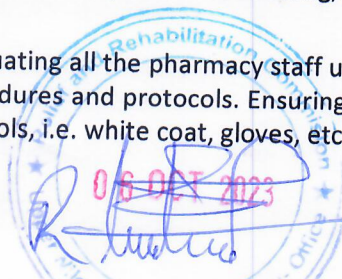
### **Main Purpose**

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.
- Supervising the functioning and organization of the project central pharmacy and other peripheral units, 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 pharmaco 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.

*Heath Hath Puot  
RRC coordinator*



- 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 in order to ensure both the sizing and the amount of knowledge required.

#### **MSF Section/Context Specific Accountabilities**

- Management of human resource under responsibility. Adapted rosters according to activities. Perform the evaluation and medical technical support of storekeepers and drug dispensers.
- Technical support for the medical and pharmacy staff linked in the management stock pharmacy.
- Ensure the inventory of the stock, order and supply. To avoid the extra-order and expired drugs stock. Ensure good cold chain (active and passive) in the transport and storage.
- Follow up and ensure the MCP stocks are up to date.
- Follow up and ensure the proper management of any contingency stock.
- Follow up and ensure the management of the EPP stock.
- Follow up and ensure good stock in the emergency bags for the movements and DMC activities.
- To perform every month the Isystock analyses
- To perform the line list for the sentinels' items to be controlled in the hospitals. Consumption monitoring tool.
- To create proposal or new strategies to improve the stock management and follow up in the project's pharmacy.
- Set up the pharmacy after moving it to the new location
- Train the staff teams

#### **REQUIREMENTS**

- Essential; Diploma/degree in pharmacy management
- Essential; At least one year's experience in pharmacy management
- Desirable; Experience in MSF or other NGO's in developing countries.
- Essential; Mission language, good command of English
- Desirable; local languages (Arabic and indigenous languages).
- Essential; Computer literate (Word, good knowledge of excel and internet).

#### **COMPETENCIES**

- People Management and Development L2
- Commitment to MSF principles L2
- Behavioral Flexibility L3
- Results and Quality Orientation L3
- Teamwork and Cooperation L3

### HOW TO APPLY

Interested applicants can submit their motivation letters, updated CVs, all relevant academic and other training certificates, previous work certificates and nationality IDs.

Application should be addressed to:

ADMINISTRATION/FINANCE MANAGER, MSF SPAIN, ULANG.

Submission can be done by E-mail: [msfe-ulang-admin@barcelona.msf.org](mailto:msfe-ulang-admin@barcelona.msf.org) or  
DROP TO MSF SPAIN, ADMINISTRATION OFFICES OF; ULANG, JUBA & MALAKAL  
With clearly written job title and updated contact numbers.

Closing date for submissions: **20/10/2023 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.*

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 Ulang, 5<sup>th</sup> October 2023.



Reath Hott Puot  
RHC coordinator  
Ulang County

