



MSF Switzerland  
Hai Malakal  
Juba Town  
South Sudan

### **JOB VACANCY**

**PHARMACY SUPERVISOR – JUBA**

**NUMBER OF VACANCIES: 01**

Médecins Sans Frontières (MSF – Doctors Without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

MSF South Sudan is currently seeking to employ a qualified candidate for the above position on a 6-month fixed term contract renewable, with a trial period of 3 months.

#### **Main Purpose:**

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, overstocking, 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:**

- Technical support during inventory in CMS in Juba.
- Preparation of cold chain.
- Focal point for all loans and donations; to collect the medical items needed, to follow the full process, update and harmonized file/tool.
- To support the Supply Team on the preparation of the internal medical orders for the projects.

**Recruitment criteria:**

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**Education:** Degree in Pharmacy or Nursing related studies.

**Experience:** Desirable minimum 2 years work experience in MSF or other NGO`s as Pharmacy Supervisor.

**Languages:** English and Arabic required.

**Knowledge:** Essential computer literacy (word, excel and internet).

**How to apply:**

Interested South Sudanese candidates should submit their application with motivation letter, CV, copies of certificates and national ID by email to [msfch-juba-dhrco@geneva.msf.org](mailto:msfch-juba-dhrco@geneva.msf.org) by **29<sup>th</sup> July 2022 5:00pm**. Please clearly mark "PHARMACY SUPERVISOR" in the subject title of your email.

Equally qualified women and people with disability are strongly encouraged to apply  
Only short-listed candidates will be contacted. Applications received will not be returned.