MT04505
PHARMACY ASSISTANT

Level 3

Reports to (Hierarchical)
Pharmacy Storekeeper, or as set-up

Reports to (Functional)
Pharmacy Storekeeper

Job Family
Medical and Paramedical

Main Purpose
Assisting the pharmacy storekeeper in ensuring the proper general functioning of the central pharmacy and the supply to other field pharmacies , according to **MSF** protocols, standards and procedures in order to keep pharmacy stock above security level

Accountabilities
- Maintaining the adequacy of storage and hygiene conditions of pharmacy according to **MSF** protocols.
- Participating in physical inventories and organization of stock according to **MSF** recommended storage guidelines.
- Participating in preparing and sending to the different health structure (packaging, transport…). If working as a dispenser, verify with prescriber in case of unclear prescription or difference from standard protocols, and that patients are counseled appropriately regarding their prescribed treatments
- Participating in the reception of supplies
- Ensuring that no material is taken without authorization and that the security regulations of the pharmacy are respected.
- Reporting immediately in case of robbery/damage of medical equipment or medicines. Taking actions to avoid or prevent the robberies and damages on the equipment.
- Updating stock cards and informing the stock manager as soon as an item reaches the minimum or maximum threshold or is about to expired

Education
Literacy and numeracy. Medical profile not essential but recommended

Experience

Experience in similar positions would be an asset

Languages

Mission language and local language essential

Competencies

- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Stress Management **L2**

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