MT03302
PHARMACY TECHNICIAN

Level 5

Reports to (Hierarchical)
Mission Pharmacy Manager / Country Pharmacy Manager

Reports to (Functional)
Mission Pharmacy Manager / Country Pharmacy Manager

Job Family
Medical & Paramedical

Main Purpose
Supporting the drug supply management in the designated facilities under the supervision of the Mission Pharmacy Manager of the project and according t**MSF** health policies and protocols, in order to contribute in the guarantee of the proper management and distribution of drugs and medical devices

Accountabilities
- In cooperation with the Pharmacy Manager, assisting in the supervision, management and control of the medical stock in the project in order to avoid ruptures, losses and gross overstock of drugs and other supplies and overseeing and monitoring its storage conditions
- In cooperation with the Pharmacy Manager, assisting on a monthly basis with preparation and approval of order requests, ensuring they are completed in timely manner to prevent unnecessary orders in between. Following up on drug ruptures.
- In cooperation with the Pharmacy Supervisor and other**MSF** team members, assisting in the supervision, management, follow up and control of medical/supply stock in the **MSF** office, expat houses, and**MSF** cars. This includes physical count, ordering and monitoring of expired dates.
- Assisting with the collection of consumption from facilities on at least a monthly basis and collecting data about number of patients. Cooperating with and assisting the Pharmacy Manager in all related monthly reports, and under the Pharmacy Manager’s supervision, communicating and providing medical data to relevant **MSF** team members
- Improving and following up the monitoring systems in place.
- Supporting the MoH counterparts in their responsibilities regarding monitoring of drug consumption, stock management and preparing/receiving orders.
- Perform cleaning and minor maintenance for biomedical equipment used. Fol-lowing the user manual and protocols and alert supervisor in case of malfunctioning.
- Assisting in preparing and organizing training sessions for MSF staff.
- Providing programs continuity during supervisor’s absence and handovers; sharing knowledge of program with incoming staff in a timely, accurate and efficient manner

Education

Qualified pharmacist technician

Experience

- Experience collaborating with local pharmacy systems (MoH and private) is an asset
- Demonstrable experience in supervising and training others in a team setting

Languages

Mission language essential; local working language would be an asset

Knowledge

- Excellent written and verbal communication skills
- Good computer skills: MS Word, MS Excel

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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