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| **Title:** | PHARMACY SUPERVISOR | |
| **Generic Function:** |  | |
| **Code:** | MS02002 | |
| **Level:** | 7 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Project Pharmacy Manager / Project Coordinator |
| **Reports to (Functional):** | Mission Pharmacy Manager / Project Medical Referent-Medical Activity Manager / Medical Coordinator |
| **Job Family:** | Medical and Paramedical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| 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. |

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| **Accountabilities** |
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| * 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, over-stocking, 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 |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Essential, degree of pharmacy management or nursing related studies., or medical profile |
| **Experience** | At least 1 year certified work experience as a pharmacy manager |
| **Languages** | Mission language and local language essential |
| **Knowledge** | Essential computer literacy (word, excel and internet) |
| **Competencies** | * Results and Quality Orientation **L2** * Teamwork and Cooperation **L2** * Behavioural Flexibility **L2** * Commitment to MSF Principles **L2** * Stress Management **L3** |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**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.**