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## MT04505

### PHARMACY ASSISTANT

Level 3

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#### Reports to (Hierarchical)

Pharmacy Storekeeper, or as set-up

#### Reports to (Functional)

Pharmacy Storekeeper

#### Job Family

Medical and Paramedical

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#### 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

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#### 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
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#### Education

Literacy and numeracy. Medical profile not essential but recommended

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**Experience**

Experience in similar positions would be an asset

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**Languages**

Mission language and local language essential

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**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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