**Vacancy Announcement No. YC 25063001**

Job title: **Pharmacy Supervisor**

Job location: **Mandalay Project**

Accountable to: **Project Medical Referent**

Deadline for applications: **6th June 2025**

Number of positions **1**

Employment term **Until December 2025**

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| **MAIN PURPOSE OF THE POSITION:**  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. | |
| * Defining 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 and RH staff regarding dispensing of drugs and their side effects * Assisting in the training of medical and paramedical staff regarding the handling and dispensing of drugs. * In cooperation with PMR provide estimated monthly consumption figure (monthly consumption forecast) for all medical products to Coordination Medical team * Preparing all the historical consumption figures & historical FMC figures required (quarterly forecasting exercise, other reporting) * In cooperation with Logistics support the ordering process and the TSR (Total Stock Review) * Responsible for quality control in cooperation with Project, Coordination and Headquarter * Conduct regular visits to all clinic sites * Perform any other job related tasks assigned by his/her supervisors as necessary | |
| **REQUIREMENTS:** | |
| **Education** | Essential  Degree of pharmacy management/B.Pharm or nursing related studies., or medical profile |
| **Experience** | Experience of medical supply management for at least 2 years in any health care facility |
| **Languages** | Essential: Good level of written and spoken English |
| **Knowledge** | Essential computer literacy (Microsoft office, excel specifically and internet)  •Working experience in INGO setting and PHC program will be an asset.  •Ability to act as part of a multi-cultural and multi-disciplinary team |
| ***What we offer is:***   * Competitive Salary **(40 hours per week),** with regular salary benchmarking updates; * 13th months bonus; * Loyalty increment; * All gazetted public holidays as paid off-days, plus two additional holidays; * 16 paid leaves (including 6 casual leaves) on an annual basis; * Excellent health care package for staff, spouse and children; * Extensive local, international and online training opportunities; * Extra Allowances (if applicable); travel allowance etc; * For this job opportunity specifically is explicitly for local contract only | |

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.

**HOW TO APPLY:**

* Cover letter (in English language);
* Copy of diploma;
* CV (in English language);
* Contacts of three references (including the supervisor in the most recent work assignment if relevant)

Shall be sent to [mandalay-jobs@oca.msf.org](mailto:mandalay-jobs@oca.msf.org)

With a heading “**YC 25063001\_** **Pharmacy Supervisor”**

CV shall clearly state your experience by writing the organisation you have worked, the duration of the employment (which year and how long) and description of the job you performed.

We recommend all applicants to write a cover letter containing an introduction of yourself, explaining why you are applying for the position, and explaining why you think you are suitable for the position.

**CVs in English sent to the mentioned email only will be considered**

**Only shortlisted candidates will be contacted**

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact HR Coordinator, [**myanmar-hrco@oca.msf.org**](mailto:myanmar-hrco@oca.msf.org)