

Vacancy Announcement

Médecins Sans Frontières (MSF France) France is an international non-governmental organization working in the field of medical care in Sudan. We are looking for a qualified candidate to fill in the position of:

PHARMACY STOREKEEPER	
Work location: Khartoum, Khartoum South, Turkish Hospital	Gross Salary: 932 USD
Duration of Contract: 12 Months	Deadline for the applications: 25 September 2025

Main Purpose

- Execute the pharmacy/medical warehouse storing activities in order to keep pharmacy stock above security level and following recommended conditions (temperature, humidity, etc.) under the supervision of the Medical Warehouse (for OCA) or Pharmacy Supervisor, and in collaboration with the logistics team.

Accountabilities

- Supervising material orders and dispatching in order to ensure rational use.
- Receiving orders and deliveries, identifying potential disparities against cargo manifest or others and reporting them, and stores materials in accordance with the system in force, in order to ensure continuous availability. It includes:
- Ensuring good storage conditions of all medical items in the pharmacy in accordance with pharmaceutical standards in order to ensure continuous availability.
- Ensuring correct fill in entries on the stock cards and software.
- Carrying out or participating in regular inventories including EPREP stock.
- Following up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months.
- Preparing orders of the different consumption units (departments, wards, others), ensuring proper packaging and dispatching and reporting any anomalies or changes in consumption patterns to the Pharmacy Supervisor. Informing Pharmacy Supervisor as soon as stock reaches alert limit.
- Controlling warehouse facilities in order to ensure materials are kept in good keeping conditions, it includes:
- e.g. Monitoring temperature in the warehouse and ensuring that products requiring cold chain are suitably stored and transports received, stored, and prepared and transported appropriately according to MSF Supply and Cold Chain protocols.
- Ensuring cleanliness of premises (stock pharmacy) and in close collaboration with the logistics department, maintaining refrigerating equipment.
- Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regards to damage, loss, attempted break-ins or theft in the warehouse.
- Ensuring that items to be quarantined (on-going quality alerts) or to be placed in quarantine zone (batch recalls, expired or damaged items) are removed from the stock and safely locked.
- Following up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months. Preparing reports and passing it to the supervisor.

Project Coordinator

MSF - France (OCP)
Khartoum, Sudan
MEDECINS SANS FRONTIERES
أطباء بلا حدود

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

Requirements

Education	Essential, secondary school. Desirable, medical related studies.
Experience	Essential previous experience of at least 2 years in similar or relevant positions. Desirable previous experience in MSF or other NGOs in developing countries.
Languages	Mission language desirable and local language essential
Knowledge	Essential computer literacy (word, excel and internet)
Competencies	Results and Quality Orientation L1 Teamwork and Cooperation L1 Behavioural Flexibility L1 Commitment to MSF Principles L1 Service Orientation L1 Stress Management. L2

Applications must be in English language and include:

- Complete CV and Copies of all certificates and diplomas.
- Cover letter in English
- Updated contact details (candidate's phone number and a backup phone number)
- Sudanese National ID. Copy of Labor card and civil certificate.

Application should be submitted before or on 25th September 2025 in sealed envelope mentioning "MSF France- application for PHARMACY STOREKKEPER"
to HAC Khartoum State office, Khartoum Almujaadeen Africa St

Only short-listed candidates will be contacted.

Project Coordinator
MSF - Funder (OCPI)
Khartoum, Sudan
MEDECINS SANS FRONTIERES
