

## MT04505

### PHARMACY ASSISTANT

Level 3

#### REPORTS TO (HIERARCHICAL)

Pharmacy Storekeeper, or as set-up

#### REPORTS TO (FUNCTIONAL)

Pharmacy Storekeeper

#### JOB FAMILY

Medical and Paramedical

#### 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

#### 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 expire

#### EDUCATION

Literacy and numeracy. Medical profile not essential but recommended

#### EXPERIENCE

Experience in similar positions would be an asset

#### LANGUAGES

Mission language and local language essential

#### COMPETENCIES

- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Stress Management **L2**

