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| **Title:** | PHARMACY ASSISTANT | |
| **Generic Function:** |  | |
| **Code:** | MT04505 | |
| **Level:** | 3 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Pharmacy Storekeeper, or as set-up |
| **Reports to (Functional):** | Pharmacy Storekeeper |
| **Job Family:** | Medical and Paramedical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| 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** |
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| * 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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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **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 |
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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** |

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.**