

Médecins Sans Frontières Switzerland (MSF) is recruiting an

EMERGENCY PHARMACY COORDINATOR (FIMIX)

Field-based contract - 12 months (Renewable)

To fulfill its mission of assistance to victims of conflicts, epidemics or natural disasters, MSF-Switzerland has created an emergency team, of which members are experienced individuals capable of evaluating a situation, start and coordinate the missions. The position of Emergency Pharmacy Coordinator reports to the Emergency Medical Coordinator at field level and/or to the coordination team in the capital and finally to the Emergency Desk (RMP) at headquarters level in Geneva.

The candidate is expected to 1) work in all contexts set by the emergency desk and 2) work in emergency contexts with regular cells and fill gaps in regular projects if need be.

Duty Station

All countries where the emergency desk opens activities, which requires an urgent response. On call, the Emergency Pharmacy Coordinator should be available within 48 hours for rapid and short interventions. He/she is part of a core group of operations, medicals, para-medicals, logisticians/supply, fin/HR responsible for responding, amongst others, to:

- Exploratory missions
- Epidemic outbreaks
- Nutritional crises
- Displaced populations and/or refugees' camps
- Surgical emergencies
- Natural disasters

Responsibilities

As the emergency medical supplies representative at mission level, their priority is to ensure the continuous improvement of the medical supplies management in emergency contexts and guarantee answers, strategies and interdepartmental tools adapted to the evolution of the needs and the policies of intervention defined by the department of the operations.

The other responsibilities of the Emergency Pharmacy Coordinator include:

- During preparation phase: Surveillance system through local contact (MoH, Central Medical Store, Pharmacy Directory,) Emergency Preparedness strategy and emergency response (including stock) in place (with and without MSF presence)
- During detection phase: Emergency coordination with MSF and external actors (crisis committee)
- During response phase: Exploratory mission: preparation for rapid assessments / Intervention according to the priorities defined and the strategy.
- During evaluation phase: Evaluation of the intervention (strategy, justification, resources, results vs needs) / Modification of the Emergency Preparedness strategy if needed / Hand over to MSF or MoH or others.

Nature and activities

Emergency Preparedness Strategy

- Participate to the design of new emergency supply standards (processes, procedures, tools, etc...) according to validated strategy and support related implementations with the Emergency Supply Referent
- Participate to the definition of autonomous and decentralized e-stock content based on the market control (validation sources by Headquarter Pharmacist for medical local purchase if needed)
- Define the resources (medical needs) to respond to natural disasters and other emergency context on demand according to defined strategy.
- Define, implement and monitor internal medical supplies management in emergency contexts at all levels (field, capital, headquarters)
- Define the means, the roles, and the responsibilities in terms of pharmacy management in emergency context in interaction with the Med Supply of the MOSU
- Conceive a strategy of briefing / debriefing and training centered on three axes:
 - Global medical supplies management
 - Modular management by specific interventions (Hospital, Mobil Clinic, Vaccination, ...)
 - Management tools
- Apply the standard tools and techniques of management and information (software, workflow, monitoring, and tracking) provided by technical referent.
- Guarantee good practices in pharmacy management present on the fields and management tools used judiciously in emergency context.
- Perpetuation of the partnership with MSF Logistique
- Introduce and formalize links and operational reports (regular visits, planning and common data base, development of technical projects, conception of the emergency stock ...).
- Compile all the field feedback of improvement of content of kits & modules.

Human Resources

- Guarantee knowledge and competencies among the mission actors (training / mentoring / coaching of medical coordinator, pharmacy manager and associated HR setup)

Monitoring & Reporting

- Guarantee the release and availability of weekly / monthly reports (quarterly and yearly on demand) including follow-up of indicators and corrective actions.
- Field support reports.

Your Profile

Required:

- Pharmacy qualification sufficient to be recognized and practice as Pharmacist in your home country
- Minimum of 12 months of field experience with MSF as Pharmacy Coordinator
- Minimum of 2 years of experience in pharmacy management in the field with MSF, gained through exposure to various contexts; as part of this experience, at least one mission in an emergency context with MSF Switzerland
- Alternatively, for candidates without MSF experience, minimum of 3 years of field experience with other NGOs in pharmacy management, gained through exposure to various contexts and including experience in emergency context
- Strong knowledge and experience in medical supply & pharmacies management
- Strong proficiency in data processing tools and advanced computer literacy
- Fluency in both French and English is highly desirable. Alternatively, candidates must demonstrate an excellent command of either language and at least B1 proficiency in the other.
- Experience in supervising, coaching and training
- Professional and personal flexibility and adaptability
- Responsible behavior that contributes to the safety and integrity of everyone - prevent, report, and refuse any abusive behavior and/or behavior that goes against MSF's values
- Ability to thrive in a multicultural environment and demonstrate commitment and support for diversity, inclusive and non-discriminatory attitudes and behaviors

Assets

- Experience with Isystock
- Proficiency in an additional language, especially Spanish, Arabic, and/or Portuguese

Terms of Employment

- Field-based contract, fixed-term for one year, renewable.
- Duration of direct interventions in the field: from 4 weeks to 3 months (certain flexibility is asked in case of needs)
- Per-diem, accommodation, travel arrangements, visa requirement will be taken in charge from MSF and in the field during your assignments.

We encourage applications from people of all genders, ages, sexual orientations, backgrounds, religions, beliefs, abilities, and all other characteristics of diversity.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including Sexual harassment.

All selected candidates will, therefore, undergo reference and criminal record checks.

How to apply

Interested candidates should complete their application in English or in French (5MB max) by following the link below:

<https://msfsuisse-career.talent-soft.com/Pages/Offre/detailoffre.aspx?idOffre=311&idOrigine=502&LCID=1036>

Please include:

- CV 2 pages. max.
- letter of motivation 1p. max.

The deadline for applications is 30.10.2026 at 5pm.

The applications will be treated confidentially.

Only short-listed candidates will be contacted.

For more details on MSF and job opportunities, please visit our website: www.msf.ch