



DOCTORS WITHOUT BORDERS (THAILAND)

ด็อกเตอร์ส วิทเฮนท์ บอร์เดอร์ส (ประเทศไทย)

Title:	PHARMACY SUPERVISOR
Generic Function:	
Code:	MS02002
Level:	7 (E)

Position in the Organization

Reports to (Hierarchical):	Project Medical Referent
Reports to (Functional):	Mission Pharmacy Manager
Job Family:	Medical and Paramedical
Supervises (Function):	

Main Purpose

Ensuring general functioning of the pharmacy and supervising pharmacy supply chain processes in accordance with **DWBT** standards, protocols and procedures, in order to ensure its efficiency and operating availability.

Accountabilities

- Ensuring storage, stock management and supply processes, as well as hygiene and security procedures, tools, and protocols, implementing appropriate quality controls and records, in order to ensure good storage conditions (temperatures, humidity and light exposure) in the partners, and availability of drugs and medical material, according to **DWBT** protocols, national regulations and in cooperation with the logistics department.
- Coordinating the delivery, reception and recording of local purchase 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 partners, according to medical consumptions, informing the medical managers on consumption patterns and keeping conditions in order to ensure their therapeutic progression
- 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 staff regarding dispensing of drugs and their side effects

DWBT Section/Context Specific Accountabilities

- Ensure the stock management at the Project sites in MSR as per DWBT standard and guidelines, must be flexible to move between the locations as the tasks require.
- Support partner staff in monitoring and supervising pharmacy consumption, monthly stock analysis, and inventory management.

- Proactively engage with partners' pharmacy focal persons to track drug accountability, monthly consumption reports, and drug orders.
- Responsible for cold chain management for all the sites of the projects, ensuring that DWBT standard of cold chain management is followed. Monitoring the cold chain, taking part in inventories, documenting, reporting of cold chain breaks, training of medical team on cold chain management.
- Ensure the pharmacy regulatory compliance to store, purchase, usage and donation of medical stock and related activities.
- Provide Pharmacy management training and technical support to the responsible staff managing the stock at the health facilities that we are supporting.
- Prepare the periodic pharmacy report to ensure the stock accountability and maintenance, and participate in the monthly reports as per the project's guidelines (, medical statistical reports, etc.)
- Suggest best practices and report irregularities in pharmacy management to the PMR and Mission Pharmacist following the National/state laws.
- To take part in the preparation of medical supply orders by providing the consumption data, total stock review, inventory and estimation of needs to be revised and approved by PMR/MAM. having in account the changes in context/ activities of the project to make the periodic requests.

Requirements

Education	Degree of Pharmacy or Nursing or medical related degree is essential.
Languages	English and Thai are essential. Other languages such as Burmese, Karen, or Karenni are desirable.
Knowledge	Essential computer literacy (word, excel and internet)
Competencies	<ul style="list-style-type: none"> • Results and Quality Orientation L2 • Teamwork and Cooperation L2 • Behavioural Flexibility L2 • Commitment to DWBI Principles L2 • Stress Management L3

HR & Benefits:

- One-year fixed term contract renewable, with 3 month-probation periods.
- National Health Package
- Desired starting date: immediately

How to Apply:

Please complete your application in **ENGLISH** and attach your CV and cover letter (stating your motivation and what can you contribute to the position) via the Google Form.

<https://docs.google.com/forms/d/e/1FAIpQLSdL60Oua6SS-MueltWa-VxPmvlusKmZUwUFeVoXGhrtoRr75g/viewform?usp=header> **before 5th March 2026.**

Applications that are not completed (CV + Covering letter) will not be considered.

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE