

JOB VACANCY – FULL TIME - 100% PHAMARCY STOREKEEPER

Title: Pharmacy Storekeeper.

Direct Reports: Pharmacy Supervisor.

Location: Nduta Camp and Kibondo (Kigoma Region)

FOR NATIONAL STAFF ONLY

INTRODUCTION:

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

Required Criteria:

Minimum Educational Qualification:

- Essential: Diploma in pharmacy and registration in Tanzania.

Experience:

- Essential 1 year of demonstrated, experience as a pharmacist with a valid licence. Experience in MSF or other NGO's in developing countries is desirable

Languages:

- Essential mission language: English and Swahili (Kirundi and/or French will be a plus.)

Objectives of the position:

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 Pharmacy Supervisor, and in collaboration with the logistics team

Main Responsibilities:

- 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.

Main Competencies & Knowledge:

- Essential computer literacy (word, excel and internet)
- Basic computer skills
- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.



APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Friday January 16th 2026 at 4:00 pm**, Please quote the job title on the email subject **"PHARMACY STOREKEEPER"**

Important Note: All applicants must provide valid Tax Identification Number (TIN) information in their application. TIN is essential for employment with MSF.

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be sent to P.O.Box 83 or can also be submitted at MSF offices situated in Nduta Refugees Camp, Kibondo District or at Plot N° 74, House 22, UPOROTO Street, URSINO Estate South, Dar se Salaam.or at MSF office situated in Liwale, Lindi.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated

confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact MSFCH-Tanzania-PAM@geneva.msf.org

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

JOB VACANCY – SPECIALIZED TECHNICIAN - FULL TIME - 100%

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Title: Specialized Technician
Direct Reports: Logistics Team Leader/Logistics Manager
Location: Liwale, Lindi

MAIN PURPOSE

Performing autonomously, specific complex / advanced installation, maintenance works and repairs depending on technician's specialization (requiring special/qualifications/training), according to supervisor's instructions and MSF standards and procedures, in order to ensure a proper functioning and maintenance of MSF equipment, installations and infrastructures.

ACCOUNTABILITIES

Main Accountabilities:

- Performing autonomously, all necessary complex / advanced installations, maintenance and repairs (i.e. requiring special qualifications/training), according to the supervisor's instructions and executes any needed tests after any repair or maintenance. Including the following functions:
 - Qualified Electrician
 - Qualified Mechanic
 - Biomed Technician
- Making suggestions regarding any repair or maintenance work needed in MSF electrical installations, equipment and/or vehicles and assisting logistics department for any relative work needed.
- Managing the stock of consumable items, filling in the stock cards, carrying out physical stock inventories, executing orders necessary for renewing stock, avoiding any shortage.
- Responsible for the equipment and tools, including extinguishers, checking they are correctly and safely used, maintaining and renewing them when necessary and keeping the inventory updated.
- Keeping working area clean and tidy.
- Ensuring that all record sheets and books related to logistical maintenance are always completed. Preparing needed reports before and after any repair or required maintenance.
- Immediately informing the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins
- Working in collaboration with other specialised technicians and workers, if necessary, or managing a small team of workers.

Context Specific Accountabilities

<Energy>

- Carry out all electricity works at all premises requested by the line manager, as well as any task identified by the employee and approved by the line manager
- Perform weekly maintenance procedures and safety checks of the electrical installation across facilities in the project
- Perform monthly reviews of the fire safety installation and in the event of faults propose possible solutions to the line manager
- Perform regular maintenance of the generators and the cold chain equipment particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
- In the event of faults / deterioration, diagnose the problem and propose possible solutions to the line manager and/or technical adviser.
- Identify local technical actors, and organize their participation (training of technical staff, establishing relations with local companies, contractors and suppliers, quotations, contracts, etc.)
- Organize the technical service in charge of electrical installations and equipments (technical teams, maintenance and reparation procedures, tooling and accessories, workshop, technical stock)
- Closely work with project mechanic on generators, fuel, lubricants, used in the generators of the house and the ETC and reports on a weekly basis to his line manager.
- Together with the Supply Supervisor manage the stock of electrical, and generator maintenance consumable items, filling in the stock cards, carrying out a physical stock inventory, making any orders necessary for renewing the stock, avoiding any shortage and ensuring security stocks.
- Putting the electrical wiring system diagram for each electric installation.
- Make Suring the solar panels are cleaned periodically and checked the efficiency.
- Participate on energy policy.

<BioMed>

- Performing and carrying out, all necessary complex / advanced installation, maintenance and repair of MSF and /or MOH biomedical equipment and ensuring that as few items are out of service at any given time. This includes the following tasks:
 - Organizing and participating in the installation of biomedical equipment supplied by MSF or (MOH upon au-thorization by respective authority).
 - Following the schedule and carrying out preventive and curative maintenance works for the equipment ac-cording to the MSF and/or manufacturer's protocols, manuals, and recommendations and ensuring that cleaning and simple maintenance are properly carried out by medical staff.
 - Reporting any issues or problems on biomed equipment to his/her supervisor and proposing solutions (training of staff on a device, operating procedures, etc.). If maintenance work requires further assistance, documenta-tion or additional tools, this shall be requested from and provided by his/her supervisor.
 - Participating in organising user training where required. Supervision of the preparators' work making the chlorinated solutions
- Managing the stock of consumable items in collaboration with Supply chain officer and storekeeper, filling in the stock cards, carrying out physical stock inventories, executing orders necessary for renewing stock, avoiding any shortage.
- Responsible for the equipment and tools (including extinguishers), checking they are correctly and safely used, maintaining and renewing them when necessary and keeping the inventory updated.
- Keeping working area clean and tidy.
- Ensuring that all record sheets and books related to maintenance are always completed (including date of interven-tion, replaced parts, problems and solutions) and preparing needed reports before and after any repair or required maintenance.
- Collaborate with MOH Biomed technician if available, provided continues technical training and ensure knowledge transfer for sustainable Biomed maintenance in the absence of MSF.

Minimum Educational Qualification:

Essential: Secondary school diploma and technical diploma in the assigned area (Energy and/or Biomed)

Desirable: Diploma in civil engineering, environmental science

Experience:

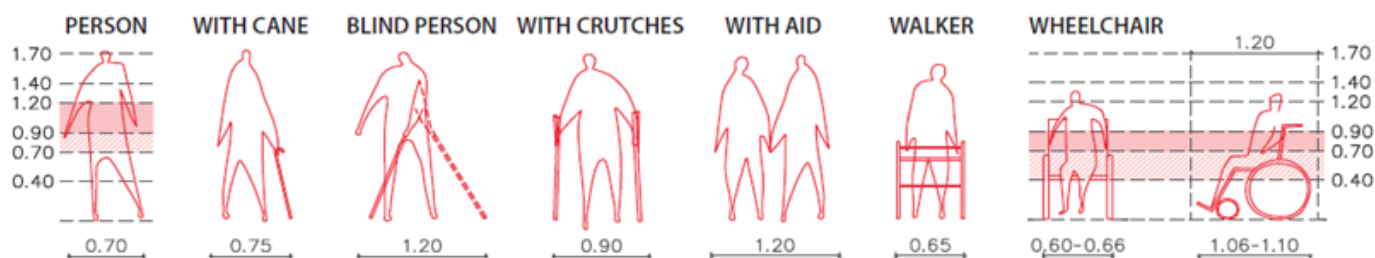
- Demonstrate experience in his/her technical area (minimum 2 years' experience)
- Essential at least two years previous working experience. Desirable in MSF or other NGOs

Languages: Mission language (English) and local language essential (Sawhili)

Competencies:

- Results and Quality Orientation • Team work and cooperation • Behavioural flexibility • Stress Management • Commitment to MSF Principles • Service orientation

Women, people living with a disability or any person feeling like being part of a minority is encouraged to apply. MSF is dedicated to fostering a safe work environment with zero tolerance for any form of abuse.



APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates no later than **Monday 19th January 2026 at 9 AM**. Please quote the job title on the email subject "**Specialized Technician.**"

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be submitted at MSF offices situated at Uporoto Street, Plot No.74, House No.22, Ursino Estate, Victoria, Dar es salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo or at MSF office situated in Liwale, Lindi.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

If you receive no contact within 6 weeks, you can consider that you have not been pre-selected

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-tanzania-hrmanager@geneva.msf.org

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with. We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Please note that applying to MSF is free of charge, MSF does not charge applicants to consider their application.