

## JOB VACANCY

**Position Title: Pharmacist (Dispenser)**

**Duty Station: Monrovia/West Point**

**Reports To: Health and Nutrition Program Manager**

**Contract Duration: February 1 – December 31, 2026**

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### **MISSION STATEMENT**

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

### **JOB SUMMARY**

The Mobile Medical Unit (MMU) Pharmacist (Dispenser) will work as part of the MMU and is responsible for receiving, storing, and issuing materials (Pharmaceutical, Medical, and others), maintaining inventory and stock records of the Mobile Medical Unit store, giving indications on drug utilization, and monitoring drug consumption according to procedures. S/he respects logistic and pharmacy procedures, fills in daily and weekly consumption /orders, and does inventory controls.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receiving orders and inspecting deliveries, identifying potential disparities against cargo manifest or others and reporting them, comparing information on packing list with purchase order to verify accuracy of shipment, inspecting the shipment for damages or defects, recording discrepancies or damages in shipments, and reconciling with purchase orders.
- Maintain and update bin cards/stock cards promptly to ensure supplies control of in- and out-stock is updated. All items must be on updated bin cards. Store drugs according to standards and protocols. Ensure correct fill-in entries on the stock cards and software/trackers.
- Track expiry dates of all medicines and supplies to ensure for 'first expiry, first out', including removing outdated and damaged drugs from the pharmacy inventory and ensuring correct disposal
- Examine and inspect stock items for discrepancies in physical counts or defects/expiry to report any damage to the PM. Arrange stock by designation/drug class, with the earliest expiring stock at the front of the shelf and the first in, first out technique.
- Ensure that all equipment/items have been appropriately labeled and inspected.
- Monitor the supply quantity, expiration dates, and quality of medicines and medical supplies. Report to the PM promptly in case of high consumption that may lead to low stock or stock out.



- Advise clinicians on the drugs in stock and ensure a balance of utilization to avoid using one class of drugs.
- Issue items to various departments through an automatic replenishment system or on-store issue requisition books and obtain authorized signatures from MMU staff for issued items.
- Daily Update of computerized pharmaceutical trackers to maintain stock management system with details of material received and issued on daily consumption in the field.
- Clean the receiving, storage, packing, and pharmacy areas, bins, shelves, and cupboards, and report to the supervisor any defect/damage observed in the storage facility, including the walls, floors, roofs, windows, and doors. Apply specific hygiene protocols and maintain the cleanliness of the dispensary and equipment.
- Store items/equipment in an orderly manner to ensure easy accessibility for these items/equipment.
- Collect and file patients' prescriptions from the Dispenser and ensure daily consumption is updated on trackers.
- Maintain accurate dispensing records and report to the PM as required.
- Follow all safety measures and rules in the dispensary.
- Notify the PM about any damage to or change in drugs in the form of appearance, color, smell, etc.
- Fully participates as directed by the PM in checking the inventory in the store and the MMU packs, re-stocking the transport supplies, and re-ordering supplies in a timely way.
- Ensure all medicines and supplies are protected from loss or damage and promptly report in such cases.
- Actively participate in continuing medical education sessions.
- Take responsibility and account for equipment and supplies under his/her care.
- Share daily and weekly updated pharmaceutical trackers to the PM.
- Compile monthly reports that cover all Store activities for the Project.
- Be willing to travel through rough terrain, possibly on a motorbike, to reach remote communities.
- Attend daily morning devotions and participate in prayer support for the ministry, its donors, and volunteers.
- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- With a generous and serving spirit, perform all other tasks & responsibilities assigned for the benefit of SP.

*Note: The Dispenser (Pharmacist) does not prescribe medication themselves.*



## QUALIFICATIONS

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## EDUCATION AND EXPERIENCE

- Diploma in Pharmacy or Pharmacology from a recognized and accredited institution, with valid registration and licensure from the Liberia Pharmacy Board or relevant Ministry of Health authority (where applicable).
- Minimum of three (3) years of professional experience working in a hospital, clinic, or community pharmacy setting, with demonstrated responsibility for dispensing, stock management, and patient counseling.
- Experience supporting emergency health responses, including work in disaster-affected or outbreak-prone settings, and involvement in surveillance, prevention, or control of communicable diseases is a strong advantage.
- Demonstrated sensitivity to the needs, priorities, and dignity of vulnerable and underserved populations.
- Strong written and verbal communication skills in English, with the ability to communicate clearly with patients, healthcare teams, and partners.
- Demonstrated leadership and team supervision skills, with experience supporting or managing pharmacy assistants or related staff.
- High level of adaptability, flexibility, and maturity in judgment, particularly in dynamic or resource-limited environments.
- Strong assessment, analytical, planning, documentation, and reporting skills.
- Solid understanding of medical ethics, patient confidentiality, rational drug use, and patient education.
- Experience in community engagement, health promotion, and collaboration with community structures is an asset.
- Proficiency in Microsoft Office applications (Word, Excel, and Outlook) for reporting and record keeping.
- Completion of at least one (1) year of college-level Biblical studies is strongly preferred.

## SKILLS REQUIRED

- Flexibility, adaptability, and patience.
- Willing to build local national staff capacity by utilizing training and coaching skills.
- Analytical and problem-solving skills.
- Cross-cultural awareness and sensitivity to cultural differences.



- Working knowledge and adherence to MoH or WHO guidelines for health care management in Liberia.
- Awareness of gender issues.
- Drivers license/ experience driving a motorbike or willing to learn

**How to apply:** Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager alternatively, by email to: [SPLiberiaHR@samaritan.org](mailto:SPLiberiaHR@samaritan.org). Deadline for submission of all applications is Tuesday, January 20, 2026 at 5:00 PM. Only short-listed applicants will be contacted.