



## RE-ADVERT GRADUATE INTERN OPPORTUNITY-MEDICAL DEPARTMENT

Date of issue: 27<sup>th</sup> September 2019  
Deadline for application: 15<sup>th</sup> October 2019  
Shortlisting: 30<sup>th</sup> October 2019  
Allowance per day: Kes 500/-  
Duty Station/Mission: Nairobi/ MSF Belgium-KSU  
Duration: 6 months contract, non-extendable

Médecins Sans Frontières Belgium (Kenya Supply Unit) is looking for a **Graduate Intern-Medical** to support the department in medical related tasks relating to KSU activities. He/ She will be reporting to the KSU Responsible Pharmacist.

### S/he will perform the following main tasks, among others:-

Provide Support in the Quality Management System of the Medical Department by helping to develop and review Standard Operating Procedures, Working Instructions and Training checklists and forms.

Under the guidance of the Pharmacist, provide analytical data of the Good Distribution Practices of a Medical Warehouse and translate the information into Key Performance Indicators and develop recommendations for implementations.

Be responsible for applying for import and export permits of medicines and medical products in line with National Legislation under the supervision of the KSU Pharmacist.

Ensure proper stock management of medical products i.e. formality entries, exits, transfer of stocks.

Extracting items to be quarantined at the end of the month and send it to warehouse manager.

On request perform any other additional duties given by the direct supervisor in order to allow the organization to function optimally.

### Qualifications & Requirements:

**Education:** Diploma in a Health Related Science with an interest in Supply Chain Management or Supply Chain Management and having graduated in the last six months.

Strengths required: Diplomacy, culturally sensitive, patience, proactive, flexible and attentive to details, organized, computer literate, excellent communication and a team player.

**Language:** Proficiency in written and oral English & Swahili.

Candidates meeting the above qualifications are requested to **ONLY** submit a motivation letter addressing their individual needs (not more than 2 pages), an updated Curriculum Vitae and a certified copy of the course transcript, mentioning on the envelop/ email subject line, "Graduate Intern-Medical", to:

**The HR Manager**

**Médecins Sans Frontières Belgium-KSU**

**P.O. Box 38897-00623, Nairobi**

**Email: [msfocb-ksu-recruitment@brussels.msf.org](mailto:msfocb-ksu-recruitment@brussels.msf.org)**

Applications must be received by the deadline. Only short-listed candidates will be contacted.

**MSF does not charge any application/ recruitment fee.**