

I. Place in the organisation

This position is an intersectional position for all six sections (MSF OCA/OCBA/OCB/OCG/OCP-WACA missions) operational in Nigeria and will be under the direct responsibility and supervision of the OCP Head of Mission and technically under the Medical Coordinator, both of whom are in direct link with the other MedCos/HoMs.

In addition, there is a technical report to the Section Pharmacists (SP), particularly OCP SP who supports this position as OCP is the 2023 focal point for NAFDAC/IDEC intersection follow-up. OCP Section Pharmacist will provide a consolidated feedback from all Section Pharmacists in a timely fashion, in case of questions requiring response from all sections.

The Intersectional Pharmacist will work in collaboration with all HoMs, MedCos, Pharmacy Coordinators / Mission Pharmacists, the Country Representative, as well as with the OCs and European Supply Centres concerning practical regulatory issues for importation and support for NG medical supply strategy. However, there is no hierarchical link between this person and either the Section Pharmacists or mission/country pharmacists/pharmacist coordinator.

II. Objective of the position

The policy of National Agency for Food & Drug Administration (NAFDAC) requires a coherent and more efficient response from MSF. This person will act as technical focal point, together with OCP Medco and HoM and Country Representative, in order to support proactively the negotiation with NAFDAC & Federal Ministry of Health (FMoH) to clarify processes and legal responsibilities for MSF and support missions from the technical perspective. The ISP will also work in collaboration with the intersectional Supply focal point and Intersectional Procurement Manager regarding topics such as IDEC follow-up, SONCAP certificate application, local procurement strategies etc. as these processes are closely linked between Pharmacy and Supply departments and where a coherent intersectional approach is required.

The intersectional pharmacist will work for MSF OCA/OCBA/OCB/OCG/OCP/WACA; acting as the technical focal person regarding support towards local authorities (primarily NAFDAC & FMoH), concerning pharmaceutical issues to assure intersectional coherence and cooperation. S/he is not assigned to replace or be the back-up of national or expatriate pharmacists during holidays; each section must manage this situation themselves.

The intersectional pharmacist will support the MSF missions in Nigeria, through teamwork with all concerned departments (medical, logistic/supply, finance), in solving specific supply issues related to the importation constraints implemented by the Nigerian authorities. This includes continuing the lobbying efforts to prioritize importation of medical products as well as provision of advice/ support to the missions and Section Pharmacists regarding any emergency local purchase requests. Also, to support technical coordination internally and re NAFDAC/FMoH on pharma issues.

Each section will continue to have their own stock and be responsible and accountable for their medical stock management including their own international order supply management (responsibility of the mission pharmacist and the pharmaceutical stock manager under supervision of medical coordinator, or Supply Log for certain sections).

III. Main responsibilities

- To ensure that all medical coordinators, Section pharmacists, Int. Pharmacy Coordinator and European supply centers are aware and updated on the national medicines' regulations, guidelines and laws;
- To support the Country Pharmacists /MedCos and HoMs representing MSF to the authorities on

pharmaceutical issues by means of lobbying and negotiation for a consistent and coordinated response, on behalf of all sections;

- To support the missions on NAFDAC Annual Import Waiver submission and associated IDEC (tax/levy exemption) follow-up;
- To support negotiations with NAFDAC regarding import waivers for items listed on the NCS (Nigeria Customs Service) import prohibition list and NAFDAC ceiling list; as well as maintaining a local purchase database for these items with import constraints, if waiver not granted;
- To maintain the LoNO (letter of non-objection) repository (re annual renewal linked to NAFDAC waiver) and follow up on specific NAFDAC requirements for biological products and controlled drugs;
- To advise Pharma and Supply departments technically with the application of SONCAP (Standard Organization of Nigeria Conformity Assessment Programme) certificates or other import certificates required (chemical permit, permit to import controlled medicines etc.)
- To ensure that all sections implement the same importation and supply rules in accordance with MSF Medical Procurement Policy;
- To collect data on the quality of the local market and help advising the Missions and Section Pharmacists on local purchase when importation is banned or in case of emergency;
- To be the focal point re pharmacovigilance, quality complaint & batch recall follow-up for medical products;
- To develop contacts and liaise with other NGOs, UN agencies and local organizations concerned with quality/availability of essential medicines (including WHO Country office) regarding pharmaceutical issues in a proactive manner.

IV. MSF Section/Context Specific Accountabilities

- **COMPILING AND SHARING OF INFORMATION**
- Regularly update information on pharmaceutical legislation, in particular on importation and legal requirements that can impact MSF operations in the country. Inform Section Pharmacists, International Pharma Coordinator, Reg. Affairs Pharmacists (ESC) and coordinators (HoMs/MedCos) accordingly and ensure GeoApp updated in parallel re Pharma/Reg. Affairs info.
- Coordinate regular meetings with the Mission Pharmacists/PharmaCos
- Follow up the National Essential Medicines List updates and advocate for change or discuss therapeutic specificities if necessary, in collaboration with the MedCos;
- **TECHNICAL REPRESENTATION / INTERNAL AND EXTERNAL COORDINATION on pharma related issues**
- Focal person supporting representation on behalf of all MSF sections in NG towards the authorities from the technical perspective on medical importation procedures among others, ensuring a coherent and consistent communication with authorities together with the HoMs/Country Rep/MedCos (the “one MSF” approach);
- Ensure communication on pharma issues (meetings with NAFDAC, requests from NAFDAC, notifications/circulars, etc.) is shared between the different OCs including mission pharmacists, MedCos, HOMs, Section Pharmacists and Int. Pharma Coordinator. Centralize response on technical requests and notifications to NAFDAC.
- The Intersectional Pharmacist should be able to represent MSF with the capacity to negotiate positively and diplomatically with external (MoH/NAFDAC officials) and MSF internal actors (national and expatriate staff, coordinators, referents, operators at ESC level etc.)
- **IMPORTATION**
- Each Section will be responsible for its own NAFDAC Annual Waiver submission; however, the NG ISP will help to define a common format/criteria & consolidate the MSF
- Each section will be responsible for obtaining section specific import. But, ISP to follow up on specific NAFDAC requirements
- Coordinate the application for annual FMoH letter of support required for application for tax exemption certificates (IDEC);
- Whenever possible, support negotiations with NAFDAC regarding import waivers for items listed on the NCS (Nigeria Customs Service) import prohibition list and NAFDAC ceiling list;

- **LOCAL PROCUREMENT**
- Database for local procurement of medically critical restricted-import items and follow up on the evolution of the local market, in terms of quality assurance;
- Importation from European Supply Centers (ESCs) being first choice, there are however instances when local procurement may be required. The intersectional pharmacist will support the Missions and Section Pharmacists in risk assessment and decisions in local procurement;
- Monitor local purchase procedure for items restricted to import and emergency local purchase requests;
- Continuously update the international pharmacist coordinator (IPC) and section pharmacists with new findings about local importers and suppliers for products with import restrictions or of potential interest to MSF;
- Coordinate, together with the Intersectional Procurement Manager, the strategy towards pooled procurement and local supplier negotiations for items with an import prohibition.

- **QUALITY / PHARMACOVIGILANCE ISSUES**
- Act as the focal point for intersectional follow-up on quality complaints and pharmacovigilance issues:
- Coordinate with NAFDAC, as per the PV plan submitted by MSF, all information relating to adverse effects received regarding Pharmaceuticals and Medical devices;
- Provide support for Quality Alert/Batch recall follow-up involving Pharmaceuticals, Medical Devices & Specialized Food (in liaison with International Pharmacist, MD and Food Coordinators);
- **Quality issues related to imported products via international order:** Each section to respect its internal SOPs on medical quality complaints
- **Quality issues related to local procurement:** In the case of local procurement as source, NG ISP to liaise via Paris Pharma/International Pharma Coordinator/International Food Quality Assurance Coordinator/International MD QA Coordinator for further support re quality complaint follow-up and CAPA review in order to follow back with the concerned manufacturer/supplier.

- **REPORTING**
- Submit monthly activity reports (Sitrep, before the 10th of every month) to be shared with all MedCos, HoMs, Section Pharmacists, RA Pharma & International Pharma Coordinator
- Update via MSF MedCo & HoM intersectional meetings as requested
- Coordinate the regular intersection pharmacy meetings
- Participation in Section Pharmacist visit report, if applicable

V. Requirements

Education	<ul style="list-style-type: none"> • Pharmacy degree (or equivalent diploma according to the country of origin of the pharmacist) essential
Experience, Skills & Competences	<p><u>Experience</u></p> <ul style="list-style-type: none"> • MSF field experience is mandatory • Minimum 3 years professional experience, including 2 years of experience in developing countries with MSF • Knowledge of MSF European Supply Centers highly recommended • Experience with quality assurance and local market assessment is an asset <p><u>Skills & Competences:</u></p> <ul style="list-style-type: none"> • Strong interpersonal, planning and organizational skills • Ability to work and report independently • Excellent communication and diplomatic skills • Sensitivity and knowledge of Nigeria cultural context important • Good organization and management skills • Professionalism, transparency and flexibility a must • Good analytical and problem-solving skills with attention to detail • Skilled in coaching, training and supporting pharmacist/medical supply personnel • Knowledge of MSF Pharmacy Stock Management tools is a bonus • Strategic vision & leadership • People management & development

	<ul style="list-style-type: none">• Teamwork and cooperation
Language	<ul style="list-style-type: none">• Fluency in English mandatory. French is an added advantage.
Family status	<ul style="list-style-type: none">• Non-family position
Contract status	<ul style="list-style-type: none">• One (1) year, renewable depending on all the sections & position based in Abuja.

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

Employee Name/ Surname	
Place and date:	

Signature of the employee:

(To be signed in two copies, one for the employee and one for the employer)

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.

Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.