MEDECINS
SANS FRONTIERES
أطـبّــاء بـــلا حـــدود

Job Vacancy Announcement

MEDICAL DATA PROCESSING OFFICER

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization 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.

Job Family : Medical and Paramedical	**Level :** 4
Place of Work : Damascus	**Contract of Employment :** Daily Worker, full-time position

Main Purpose:

Carrying out medical data collection and entry activities into the mission database, recording all relevant clinical and demographic data on patients, and ensuring data quality/reliability according to MSF protocols and maintaining confidentiality while producing the appropriate, updated documents for the medical team in order to support decision-making processes.

Accountabilities:

- *Ensure that all necessary data collection tools are available, including registers, patient cards, etc. Update them and provide administrative support, as needed (e.g., printing).*
- *Ensure that every patient register, including for the Health Promotion department, is updated and includes all available information. If data are missing, take the initiative to acquire them by working with each department's registrars, contacting the Nursing Team Supervisors, the Health Promotion team, or consulting with the medical team.*
- *Provide training to registrars on how to complete the registers and other data collection tools.*
- *Check the data in the registers against the patient cards (and patient numbers in each department) at least every 2 days to confirm that the data in the registers are correct and accurate.*
- *Supervising incentives data encoders and working closely with them (solving DHIS issues, monitoring data, giving instructions).*
- *Establish other important data validation processes to ensure the data are correct.*
- *Ensure that MSF line list tools are up to date; all information should be available in the tools and should be checked every day to ensure consistency and reliability of data.*
- *Provide updated line lists to the Mission Epidemiologist on a daily basis or as requested, including scheduled submissions to Amsterdam.*
- *Ensure data from key facilities are obtained and communicated with the medical team (i.e., Epidemiologist and MTL).*
- *Develop plans and respond quickly to any outbreak (i.e., Measles, Meningitis) or mass casualty incidents, providing support for the team in terms of data tools, line lists, patient registers, and training.*
- *Encode patient data from patient files as needed.*
- *Assist the MTL in preparing the monthly MMR, as well as other reports.*
- *Provide other data encoding and analysis tasks, as requested.*
- *Ensure that data are organized for easy access, stored safely, and updated regularly (electronic and hard copy). Work with IT to ensure electronic backups are completed each week.*
- *Be respectful and collaborative with internal and external stakeholders at all times.*
- *Travel to field sites to monitor data collection and provide support on a regular basis/as needed.*
- Remain flexible and motivated to ensure that project data are updated and available in a timely manner

Requirements

Education	Essential, higher education with proven computer literacy; degree in Information and Technology (IT) or mathematics field desirable
Experience	Minimum 2 years work experience in data entry/analysis
Language	English and Arabic essential
Knowledge	Essential computer literacy (Word, Excel and internet), data collection, validation, management, and analysis

We are an equal opportunity employer.

HOW TO APPLY

- *Scan the QR code or click the link below*
- *Fill the form*
- *Make sure to submit the form for your application to be considered.*

https://forms.office.com/e/Mvj4bZQBbX

Deadline of Application: **7 April 2025 (Wednesday), 23:45**

Only shortlisted candidates will be contacted through their email address.

The position might be closed starting April 7th, 2025, if there is sufficient number of candidates are in the pool.

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