

Médecins Sans Frontières (MSF)

JOB VACANCY - MEDICAL DATA PROCESSING OFFICER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Medical Data Processing Officer
- **Location:** Homs/Hama, Syria

Scope of responsibilities:

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.

Main tasks:

- Performing data entry of all epidemiological information into select databases program and creating appropriate reports, providing data for project development purposes.
- Ensuring that all data entered has been authorized and that appropriate documentation has been received (patient records, treatment monitoring, etc.). Ensuring that all data entry processes occur in a timely and efficient manner.
- Ensuring all data collected and entered to databases is consistently accurate and complete. Being responsible for ensuring that quality control queries of the database are followed up, ensuring identification of data entry errors and corrections. Immediately reporting to the supervisor, any anomalies in the database.
- Filing documents according to MSF standards.
- Communicating regularly with the HCW's, assisting in the (re)training when necessary, on proper registration of patients, proper filling of the various forms, clarifying queries, obtaining missing information and correcting errors, ensuring they have ongoing sufficient supplies of necessary hardcopy data collection forms.
- Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams (weekly, monthly, according to patient treatment requirements).

Recruitment criteria

Education:

- Higher education with proven computer literacy is essential, degree in Information Technology (IT) or mathematics is desirable.

Experience:

- Minimum 2 years work experience in data entry/analysis.
- Prior MSF experience is a plus.

Languages:

- Proficiency in English and Arabic (both written and spoken) is essential.

Competencies:

- Good computer skills (MS word, Excel, Power Point, Outlook)
- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles
- Stress Management

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone.

The deadline is no later than 06/10/2025

<https://forms.gle/1bv4rkGnCthd1qix6>



Only short-listed candidates will be contacted.

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.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

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.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.