

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Medical Data Processing Officer (Maternity gap filling)
Employer	Médecins Sans Frontières - Belgium
Duty Station	Salqin Area
Deadline for applications	11 of November 2025
Contract status	5 months fixed term contract
Type of contract	Full time
Start Date	As Soon as possible

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

[Médecins Sans Frontières](#) [أطباء بلا حدود](#)

[Médecins Sans Frontières T-shirt](#) [أطباء بلا حدود - موظفي](#)

Main Objective of the position:

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 :

- 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)
- Ensuring that the information of each patient (patient data, dates of visits, follow-up visits, prescriptions made etc) is accurately reported on a daily basis in the registration books.
- Updating files of existing patients and correcting them when needed.
- Ensuring adequate administrative procedures are being carried out by reporting any issue that might lead to inaccurate data and suggesting improvement on data collection.
- Conducting regular back-ups of all data processed.
- Attending, when needed, meetings with the medical team.
- Ensuring data protection is respected according to MSF standards (Archives with locks, passwords...etc) both in the field and at the project level.
- Ensuring, promoting, and maintaining confidentiality regarding all information registered.
- Performing other tasks in line with this role and delegated by the managers (Hierarchical and Functional).
- Proactively highlighting any major data changes or remarks immediately to medical managers.

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
Languages :	Arabic and English(B2)
Knowledge :	Essential Microsoft office, DHIS2, power BI.

Application process:

Interested applicants should fill in the application : <https://forms.office.com/e/xvkjgKHuLV>

And send their CV in the application.

Deadline for applications: 11 November 2025.

Only short-listed candidates will be contacted.

Female applicants are highly encouraged to apply.

Preferable Candidates should ideally be based in Idlib, or able to commute on short notice to the work location.

Only submitted CVs through the application will be considered.

We are an equal opportunity employer; we do not charge a fee for any applications received.