

Job Announcement (Internally & Externally)

- SUPERVISOR MEDICAL DATA ENTRY at MSF SPAIN-

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.

MSF SPAIN is advertising for the following position: **SUPERVISOR MEDICAL DATA ENTRY** – Full Time.

Requirements for the position	
Education:	<ul style="list-style-type: none"> • Diploma in statistics, or administration, or Information and Technology, or any related field.
Experience:	<ul style="list-style-type: none"> • Essential working experience of at least one year in the same position. • Essential (Health Management Information System) HMIS Advanced system. • Desirable: Experience with MSF or other INGO in the same field.
Languages:	<ul style="list-style-type: none"> • Arabic and English languages are essential.
Others:	<ul style="list-style-type: none"> • Essential knowledge of use of computer including processing of documents (Word, Excel). • Desirable knowledge on medical statistics data bases.
Main responsibilities	
Place of work:	<ul style="list-style-type: none"> • Nawa, Daraa
Level:	<ul style="list-style-type: none"> • 6
Contract of Employment	<ul style="list-style-type: none"> • Service Agreement for 1 month, renewable.
Main objectives	Ensure completion of all activities related to medical data entry and data management into the mission database. Supervise, organize and plan the activity of Data Entry officers/operators, as well as identify their training needs in order to provide a good service support and reliability of the data collected.
Main responsibilities and tasks	<p>Accountabilities</p> <ol style="list-style-type: none"> 1. Team Supervision and Capacity Building <ul style="list-style-type: none"> • Supervise, organize, and plan the work of Data Entry Officers to ensure accurate and re-liable medical activity records. • Assess training and technical support needs to enhance data quality and service efficiency. 2. Data Collection and Management <ul style="list-style-type: none"> • Oversee the collection and entry of all project-identified data (e.g., morbidity, mortality, disease surveillance, nutrition, mental health, and reproductive, maternal and neonatal health) into designated databases. • Ensure data accuracy, completeness, and compliance with MSF protocols. 3. Quality Control and Compliance <ul style="list-style-type: none"> • Conduct regular quality checks on data entries to verify consistency, accuracy, and adherence to reporting standards. • Perform routine database backups and maintain data security in line with MSF policies. 4. Technical Support and Software Proficiency <ul style="list-style-type: none"> • Provide guidance on proper use of data management tools (e.g., Epi Info, HMIS, DHIS2). • Offer technical support to field data officers and address their operational challenges. 5. Reporting and Data Integrity <ul style="list-style-type: none"> • Generate and share regular statistical reports with the medical team. • Flag discrepancies, missing data, or significant trends to supervisors promptly. 6. Records Archiving and Confidentiality <ul style="list-style-type: none"> • Ensure secure archiving of medical records, including sensitive cases, following MSF data protection guidelines. <p style="color: red;">Specific content</p> <p>Reporting & Data Consolidation</p> <ul style="list-style-type: none"> • Compile and analyze the Monthly Medical Report (MMR), integrating data from

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	<p>Medical (MED), Health Promotion (HP), and Mental Health (MH) departments in line with HMIS indicators and project objectives.</p> <ul style="list-style-type: none">• Ensure accuracy and consistency of all medical data, identifying and resolving discrepancies.• Prepare weekly Point Info reports, consolidating inputs from all departments for unified reporting. <p>Team Supervision & Capacity Building</p> <ul style="list-style-type: none">• Provide close follow-up and mentorship to partner staff (data entry officers) to strengthen their skills and ensure data quality.• Develop and share an activity chronogram (training, field visits, supervision plans) with the Project Medical Referent (PMR). <p>Interdepartmental Coordination</p> <ul style="list-style-type: none">• Collaborate with the Midwife Activity Manager, Deputy PMR, Mental Health Manager, and HP Manager to address data issues (duplicates, missing reports, inconsistencies).• Liaise with the Nursing Team Supervisor (NTS) and Deputy Medical Referent to organize EwARS data and line lists, ensuring centralized reporting to the PMR. <p>Outbreak Preparedness & Data Tools</p> <ul style="list-style-type: none">• During outbreaks, design rapid data collection templates in coordination with the PMR and HMIS team for standardized reporting. <p>Data Management & Archiving</p> <ul style="list-style-type: none">• Oversee the data flow and archiving system at Nawa Hospital, ensuring compliance with MSF protocols and secure storage of sensitive records.
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HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

https://docs.google.com/forms/d/e/1FAIpQLSedNxuVeYzGRfVXixD09YmbzSlb35_78katpjSfXKNSOfI5ww/viewform?usp=dialog

Only shortlisted candidates will be contacted through their email address.

Closing date: 12th of July 2025.

Important notes:

- Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff.
- Female candidates are strongly encouraged to apply for this position.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.