



## JOB VACANCY ANNOUNCEMENT- MSF OCB

<b>Job Title</b>	Medical Data Processing Officer
<b>Employer</b>	Médecins Sans Frontières - Belgium
<b>Duty Station</b>	Latakia
<b>Deadline for applications</b>	30 <sup>th</sup> August 2025
<b>Contract status</b>	Service Agreement for 3 months, Possible Renewable
<b>Type of contract</b>	Full time
<b>Start Date</b>	September 2025

### Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل 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 بل حدود](#)

[Médecins Sans Frontières T-shirt م - قف أطباء بل حدود](#)

### 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).

## **MSF Section/Context Specific Accountabilities:**

- Ensure that on a daily basis the information on each patient (patient data, dates of visits, follow-up visits, prescriptions made etc) is accurately reported in the registration books.
- Responsible for the data entry of medical indicators in DHIS 2
- Provide necessary medical interpretation and analysis of weekly, monthly and quarterly medical data from the medical activities encoded
- Mental health data :
  - Work closely with the mental health team to collect and encode the required data and electronically transcribing paper data..
- Nutrition Data:
  - Working closely with the NTS to collect and encode patients within the approved forms and assisting the team technically in collecting data when needed.
  - Ensure that the data is correct and of good quality, review the entered data periodically and correct errors if any.
  - Follow up on the activities of the nutrition program and electronically transcribing paper data.
  - Collect and prepare reports and statistics and send the monthly update on the activities of the nutrition program (4Ws, DHIS2 ..)
- Update files of existing patients and make any correction needed.



- Ensuring adequate paperwork and administrative procedures are being carried out and reporting any issue that might lead to inaccurate data and also giving inputs to improve data collection.
- Be the regular back-ups of data encoders, as needed.
- Attend, when needed, meetings with the wider medical team.
- Ensure data protection is respected according to MSF standards (Archives with locks, passwords...etc) both in the field and at the project level.
- Look after all equipment including laptop provided. This would include proper use, regular inspections and reporting any malfunction/damage.
- Ensure, promote and maintain confidentiality regarding all information registered.
- Show level of flexibility through supporting associated processes as decided by line manager, including supporting other MSF facility in case of need. Also, other tasks in line with his/her skills can be delegated by his/her managers (Hierarchical and Functional) to him/her in case of need or emergencies.
- Be proactive in highlighting any major data changes or remarks immediately to medical managers.
- Adopt an inclusive and participative working approach.

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## Requirements:

<b>Education</b>	Essential, higher education with proven computer literacy, degree in Information and Technology (IT) or mathematics field, desirable.
<b>Experience</b>	Minimum 2 years work experience in data entry/analysis, MSF experience is desirable
<b>Languages</b>	Arabic is essential; English is desirable
<b>Other Requirement:</b>	Latakia residents will be prioritized
<b>Knowledge</b>	Essential computer literacy (MS Office)
<b>Competencies</b>	<ul style="list-style-type: none"><li>• Results</li><li>• Teamwork</li><li>• Flexibility</li><li>• Commitment</li><li>• Stress management</li></ul>



**Application process:**

In order to apply for this position please send your application via following email ([msfocb-syria-jobs@msf.org](mailto:msfocb-syria-jobs@msf.org)), Write the Subject Line **Medical Data Processing Officer**. Please sent us your **CV, together with a motivation letter and all relevant work and education certificates**, without supporting documents the application will be not accepted.

*Only short-listed candidates will be contacted.*

*Female applicants are highly encouraged to apply.*

*DEADLINE FOR SUBMITTING THE APPLICATION: 30/08/2025*

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