Job Vacancy Announcement (Internally and externally)

MEDICAL DATA PROCESSING OFFICER

CONTEXT

Médecins Sans Frontières (MSF) is a private, non-profit international medical humanitarian organization dedicated to providing medical assistance to populations in crisis, without discrimination and regardless of race, religion, creed or political affiliation. **To support our operations across Syria, Damascus and South Syria, we are currently looking for the following position:**

Medical Data Processing Officer

Job Family	Medical and Paramedical
Workplace	Damascus
Level	Level 4
Contract of Employment	Service Agreement- with renewal possibility.

Job Purpose :

Collecting, validating, analyzing and reporting medical data from supported PHCCs in Sothern Governorates according to MSF standards and reporting requirements, in order, to ensure data quality, consistency and timely reporting, strengthening Department of Health (DOH) health information systems and supporting evidence-based decision making and project monitoring

The Medical Data Processing Officer is responsible for ensuring completeness, accuracy, consistency and timely submission of medical data across all supported PHCCs in Sothern Governorates through regular data verification, staff support, training and coordination with medical and paramedical teams.

Accountability

- 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 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)

Data Collection, Validation and Quality Assurance

- Support the collection, validation and verification of medical and operational data from supported PHCCs, ensuring completeness, consistency and compliance with MSF reporting standards.
- Perform routine data quality checks, identify discrepancies, reporting gaps and inconsistencies, follow up with relevant staff and contribute to continuous improvement of data quality and reporting systems.

We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted. ***November 2026***

Health Information Management and PHCC Support

- Conduct regular visits to supported PHCCs to verify data quality, review reporting practices, provide on-site technical support and strengthen implementation of standardized health information management systems.
- Provide on-the-job coaching and technical guidance to healthcare workers on the correct use of registers, reporting tools and data collection procedures, promoting accurate and timely reporting.

Data Analysis and Reporting

- Contribute to the preparation, analysis and timely submission of routine reports, indicator summaries and project data to support programme monitoring, operational decision-making, project evaluations and continuous quality improvement.
- Monitor reporting timelines, communicate significant data quality issues to the supervisor and support implementation of corrective actions when required.

Coordination and Communication

- Collaborate with technical departments, PHCC staff and DOH counterparts to ensure consistent reporting, harmonized indicators and appropriate use of routine project data for planning, monitoring and service improvement.

Emergency Preparedness and Response

- Support collection, validation and reporting of health information during disease outbreaks, population displacement, mass casualty incidents and other humanitarian emergencies to facilitate timely operational decision-making.

Planning, Reporting and Continuous Development

- Develop monthly activity plans, follow up implementation of agreed action plans and prepare activity reports with recommendations to strengthen data quality and reporting systems.
- Participate in technical training, coordination meetings and operational reviews, contributing to quality improvement, project monitoring and cross-departmental collaboration.

Other Responsibilities

Undertake any additional responsibilities reasonably assigned by the Medical Team Leader, Medical Activity Manager or Project Coordination Team according to project priorities, operational needs and individual competencies.

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
Knowledge	Essential computer literacy (word, excel and internet)
Language	Arabic and English languages are essential.
COMPETENCIES:	• Results and Quality Orientation • Teamwork and Cooperation • Behavioral Flexibility • Commitment to MSF Principles • Stress Management

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How to apply:

Important to follow, otherwise the application will not be considered."

- Apply by filling in the required information and attaching your motivation letter, updated CV, and the most relevant diploma for the position via the link or by scanning the QR code provided below:



https://forms.cloud.microsoft/e/yk9nT91nsF?origin=lprLink

No later than: 07th of December 2026 - 5 :00 PM

- If any of the required documents are missing, the application will not be considered
- If any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

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