



MSF Switzerland
Swieda, Syria

MSF Switzerland (MSF-CH)
JOB VACANCY – Data Entry Operator

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 Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **March 01, 2026, to March 31, 2026 (with the possibility of extension)**.

- **Position:** Data Entry Operator
- **Number of Vacancies:** 1
- **Location:** Sweida Governorate and its villages
- **Residence:** Sweida Governorate and its villages
- **Posting date:** 10/2/2026

Scope of responsibilities:

Carry out all activities related to entry of medical data into the mission database, according to MSF protocols and maintaining confidentiality, in order to have reliable and up to date information.

Main tasks:

- Enter medical data (e.g. patient data, dates of visit, content of prescription, viral load, etc.) in mission's database on a regular basis and according to MSF protocols.
- Participate in compilation of data both from MSF structures and from collaborating health facilities.
- Participate in the search for missing data.
- Update files of existing patients and make any corrections needed.
- Make regular back-ups of all data processed.
- Look after all equipment provided and keep recording area clean and tidy, giving special importance to all patient files.
- Report any issue concerning data management to superior.
- Elaborate statistical reports when required by the medical team.
- Ensure, promote and maintain confidentiality regarding all information registered.
- Ensure on a daily or weekly basis the information on patient data.
- 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.
- Work closely with the medical team to collect and encode the required data, approved forms and electronically transcribing paper data. 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.
- Collect and prepare reports and statistics and send the monthly update on the activities.
- 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.
- 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 if needed.
- Be proactive in highlighting any major data changes or remarks immediately to medical managers.
- Adopt an inclusive and participative working approach.

Recruitment criteria

Education: • Secondary Education Essential.

Experience: • None is required

Languages: Essential, bilingual in both English language and Arabic languages.

Skills:

- Able to Learn and Use Software used in the Mission for Recording (i.e. Fuchia, EpilInfo, etc)

Competencies:

- Results.
- Teamwork.
- Flexibility.
- Commitment.
- Service.
- 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 smartphone.

The deadline is 16th of February 2026 at 5:00 PM.

<https://forms.gle/oj23xKPnDCfDNSgL6>





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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.