

Medical Data Processing Officer

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.

Job Family	Medical & Paramedical
Place of Work	Deir ez Zor
Level	4
Type of Contract	Service Agreement for 6 months.

Objectives 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 all necessary data collection tools are available, including registers, patient cards, etc. Up-date them and provide administrative support, as needed (e.g., printing).
- Ensure that every patient register, including for the Health Promotion department, is updated and includes all available information. If data are missing, take the initiative to acquire them by working with each department's registrars, contacting the Nursing Team Supervisors, the Health Promotion team, or consulting with the medical team.
- Provide training to registrars on how to complete the registers and other data collection tools.

- Check the data in the registers against the patient cards (and patient numbers in each department) at least every 2 days to confirm that the data in the registers are correct and accurate. Supervising incentives data encoders and working closely with them (solving DHIS issues, monitoring data, giving instructions).
- Establish other important data validation processes to ensure the data are correct.
- Ensure that MSF line list tools are up to date; all information should be available in the tools and should be checked every day to ensure consistency and reliability of data.
- Provide updated line lists to the Mission Epidemiologist on a daily basis or as requested, including scheduled submissions to Amsterdam.
- Ensure data from key facilities are obtained and communicated with the medical team (i.e., Epidemiologist and MTL).
- Develop plans and respond quickly to any outbreak (i.e., Measles, Meningitis) or mass casualty incidents, providing support for the team in terms of data tools, line lists, patient registers, and training.
- Encode patient data from patient files as needed.
- Assist the MTL in preparing the monthly MMR, as well as other reports.
- Provide other data encoding and analysis tasks, as requested.
- Ensure that data are organized for easy access, stored safely, and updated regularly (electronic and hard copy). Work with IT to ensure electronic backups are completed each week.
- Be respectful and collaborative with internal and external stakeholders at all times.
- Travel to field sites to monitor data collection and provide support on a regular basis/as needed.
- Remain flexible and motivated to ensure that project data are updated and available in a timely manner.

Requirements

Education	<ul style="list-style-type: none"> • Essential: Higher education with proven computer literacy. • Desirable: Degree in Information and Technology (IT) or mathematics field.
Experience	<ul style="list-style-type: none"> • Essential: Minimum 2 years work experience in data entry/analysis
Language	<ul style="list-style-type: none"> • Essential: English language and Arabic.
Knowledge	<ul style="list-style-type: none"> • Essential: Computer literacy (word, excel and internet)

How to apply:

"Important to scan the QR code or click the link below and fill the form for your application to be considered."



<https://forms.office.com/e/JZ16bE13yW>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 09/02/2026

Deadline of Application: **18/02/2026 4:30 pm**

Published on 09/02/2026

- Applicants must attach/upload their CVs along with their most recent and relevant diplomas
- 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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