

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	SUPERVISOR MEDICAL DATA ENTRY
Employer	Médecins Sans Frontières - Belgium
Duty Station	Aleppo with frequent visits to Idlib
Deadline for applications	22 of December 2025
Contract status	3 months service agreement
Type of contract	Full time
Start Date	1 st of January 2026

Introduction about MSF:

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

[Médecins Sans Frontières T-shirt](#) [أطباء بلا حدود - موظفي](#)

Main Objective of the position:

Ensure completion of all activities related to medical data entry and data management into the mission database.

Supervise, organise 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.

Accountabilities :

- Supervise, organize and plan the activity of Data Entry officers to have a reliable record of medical activity performed, as well as identify their training/technical support needs
- in order to provide a good service support and reliability of the data collected.
- Ensure collation and entry of all data identified by project managers for collection (e.g. morbidity, mortality, surveillance of diseases of epidemics, nutrition, psychological and



- women's health, etc) into the appropriate data management system while ensuring quality of data
- Do quality control data officers' performance on regular basis
- Know and ensure proper use of software used for recording (i.e. Fuchia, Epi Info, etc.).
- Ensure accuracy of the medical data entered into the mission's database on a regular basis, according to MSF protocols and carry out regular back-ups.
- Provide technical support to data entry officers/operators in project sites and give response to their training needs.
Provide regular statistical reports for the medical team as well as informing the superior of any missing information, major changes or big differences in data.
- Supervise and provide technical support to the data processing officers in Aleppo and Salqin Hospital.
- Collaborate with the Country data analyst to improve the overall data system in the project and in the mission.
- Participate to all meeting organize by the medical department.
- Assure the backup of the data entry processing officer in case of absence.

Requirements:

Education	Essential, higher education with proven computer literacy, degree in Information and Technology (IT) or mathematics field, desirable.
Experience	Minimum 3 years work experience in medical data entry/analysis with preferable 6 month experience in a supervisory position
Languages :	Arabic and English(B2)
Knowledge :	Essential Microsoft office, DHIS2, power BI.
Competencies:	Commitment to MSF's Principles, Behavioral Flexibility, Stress Management, Results and Quality Orientation, Service Orientation, Teamwork and Cooperation

Application process:

Interested applicants should fill in the application in English : [Application From Supervisor medical data entry North West Syria – Fill out form](#)

And upload their CV inside the application.

Deadline for applications: 22 December 2025.

Only short-listed candidates will be contacted.

Female applicants are highly encouraged to apply.

Only fully completed applications in English will be considered.

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