

MSF-FRANCE EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support the Medical Data Department in Syria, MSF France is seeking for:

MEDICAL DATA PROCESSING OFFICER

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Aleppo**
Need: **Up to 45 hours / week**
Start Date: **December 2025**

MSF is committed to promoting gender equity and strongly encourages female candidates to apply

MAIN PURPOSE

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

MAIN ACCOUNTABILITIES REQUIREMENTS

- 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

- The medical data processing officer is responsible for providing operational and professional support to the DoH data clerks in the supported health facilities.

- Under the supervision of the PMR and in collaboration with MoH colleagues insure the coherence of MoH and MSF data collection tools.
- The medical data processing officer is responsible to conducting field visits, evaluating performance, identifying training needs, and delivering the trainings needs for the Doh data clerks in the supported health facilities.
- Provide on-site guidance and support to the data clerks in the supported health facilities to ensure adherence to MoH standards and regulations.
- Prepare and submit detailed visit reports, highlighting key findings, challenges, and recommendations.
- 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 the supervisor.
- Elaborate statistical reports when required by the medical team.
- Ensure, promote and maintain confidentiality regarding all information registered.
- Update any medical data forms, templets, register, patient's files, data tools according to the supervisor request.
- Update files of existing patients and make any corrections needed.

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.

Languages

- Mission language and local language essential.

Competencies

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles
- Stress Management

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/s9r48nze6z99aKBf8>

CLOSING DATE 20 NOVEMBER 2025, AT 05:00 PM



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**