Internal and external job vacancy

Data Entry Operator

MSF provides medical assistance to populations facing life-threatening crises: primarily in the event of armed conflicts, epidemics, pandemics, natural disasters and exclusion from healthcare. The care provided is of high quality and free of charge.

MSF Switzerland aims to achieve gender parity in its efforts towards equity, diversity and inclusion (EDI). Applications from women are strongly encouraged.
It is strictly forbidden to demand or offer anything (sexual favours, goods or money) in return for a job opportunity.

If you are approached by a member of staff asking for money or favours, please contact the Human Resources department where the recruitment is taking place or report the situation by email to: MSFCH-Syria-HRCo@geneva.msf.org

1. Type of vacancy

☒ Full-time position ☐ Part-time position ☐ Reserve pool

Number of vacancies: **1** Application deadline: **12/11/2026**

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2. Job details

→ Project: **SY140**
→ Location: **Homs**
→ Mobility: **None**
→ Contract type: **Service Agreement**
→ Monthly hours**: 208 hours**
→ **Duration: permanent position the successful candidate will be contracted with a service agreement on monthly basis then offered an employment contract once the process of registration is completed.**
→ Level: **3**
→ Department: **Medical**
→ Line manager: **Medical Activity Manager**
→ Supervises: **No one**

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3. Project background

☐ Armed conflict(s) ☐ Natural disaster ☒ Exclusion from healthcare
☐ Epidemic/pandemic ☐ Displaced population

→ Project start year: **2025**
→ Project type: **Stable**
→ Comments: All applicants must be able to work with vulnerable populations. MSF staff must demonstrate respectful and exemplary behaviour.

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4. Main responsibilities of the post

- 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.
- Elaborate statistical reports when required by the medical team.
- Daily and weekly entry of individual and aggregated data into DHIS2, Excel spreadsheets/linelists, and other relevant data management systems.
- Reconcile data discrepancies by cross-checking information across registers, patient files, tally sheets, and reporting tools.

Please note that the responsibilities listed above are not exhaustive. *The Job Description, which includes all responsibilities associated with this role, will be made available to and signed by the successful candidate(s) for the role*.

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5. Selection criteria

Education and Qualifications

- Essential:
  - Degree in: University degree in computer science, mathematics, or any relevant field.
  - Knowledge of the mission language: English, at least level B1 and Arabic language are mandatory

- Desirable:
  - Ability to learn and use software used for recording (i.e. Fuchia, EpiInfo, etc.)

Experience

- Essential:
  - Experience in computer navigation and data entry
  - Essential computer literacy (MS Word and Excell)

- Desirable:
  - Previous 1 year in a similar job

Required qualities

Results, teamwork, commitment, flexibility, service orientation

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6. Documents to be provided

1. **Cover letter written in English** clearly indicating SURNAME, NAME_COVER LETTER
2. **Curriculum Vitae written in English**: **maximum 2 pages**, clearly indicating SURNAME, NAME_CV
3. Copies of the degree for the post or your highest degree.
4. Copy of training certificates **relevant to the position.**
5. Copies of employment certificates **relevant to the position.**

Any application that is incomplete and/or does not meet the criteria will be rejected. In the event that no candidate meets the criteria required for the post, MSF reserves the right not to shortlist anyone.

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7. Submission of applications

- Electronic application: Please send the required documents in PDF format through this application form or via QR code below:

MSF OCG does not reimburse any travel expenses incurred by candidates during the recruitment process.

If you have any questions regarding this role or the recruitment process, please contact us mailto:MSFCH-Syria-HRCo@geneva.msf.org

We would like to thank all applicants for their interest in this role and in joining or developing their career within the MSF team.

Carolina Liechtenstein
Human Resources Coordinator
MSF OCG in Syria