

Job Announcement (Internally & Externally)

SUPERVISOR MEDICAL DATA ENTRY

Based in Homs

MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.

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.

MSF SPAIN is advertising for the following position: **SUPERVISOR MEDICAL DATA ENTRY**– Full Time.

Requirements for the position	
Education:	Diploma in statistics, or administration, or Information and Technology, or any related field.
Experience:	- Essential working experience of at least one year in the same position. - Essential (Health Management Information System) HMIS Advanced system. - Desirable: Experience with MSF or other INGO in the same field.
Languages:	Arabic and English languages are essential.
Others:	- Essential knowledge of use of computer including processing of documents (Word, Excel). - Desirable knowledge on medical statistics data bases.
Main responsibilities	
Place of work:	Homs
Level:	6
Contract of Employment	Service Agreement for 1 month, renewable.
Main objectives	Ensure completion of all activities related to medical data entry and data management into the mission database. Supervise, organize 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.
Main responsibilities and tasks	- Routine Health Management Information System (HMIS) delivery (Homs): Lead end-to-end medical data management for the Homs project (PHC/BEmONC, MHPSS, HP/CE). Ensure 100% completeness, timeliness, and accuracy of data from MSF and supported DoH structures; maintain clear site-specific reporting calendars and feedback loops. - MMR & weekly punto Info: Produce the consolidated Monthly Medical Report (MMR) combining MED/HP/MH indicators against project expected results. Compile the weekly Point-Info (all departments), highlighting trends, gaps, and corrective actions agreed with the Project Medical Referent (PMR). - Data quality assurance: Run routine validations (deduplication, consistency checks, late/missing data, outliers). Document corrections; keep an audit trail and regular backups. Maintain a concise data dictionary and SOPs aligned with mission standards. - Partner supervision & capacity building: Directly supervise partner data clerks/DEOs; conduct on-the-job coaching and short refreshers on registers, tools, and indicator definitions. Implement and share a monthly field-visit & training chronogram with the PMR. - Programme coordination: Work closely with the DEP PMR, Mental Health Activity Manager (MHAM), and Health Promotion Manager to resolve data issues (duplication, non-reported, missing fields). Coordinate with the Nursing Team Supervisor (NTS) - through DEP PMR - to compile and centralize EWARN line lists and ensure timely submission to the PMR. - Outbreak readiness & response: Prepare context-adapted line-list and tally tools in advance. When alerts arise, deploy approved templates (validated with PMR/HMIS), ensure rapid data flows, and generate succinct situation tables/graphs for decision-making. - Targeted support to the Atiham closure (time-bound): - Develop and execute a data closure plan (freeze dates, reconciliation, late entries). - Produce final extracts, indicator summaries, and simple visuals for the closure package. - Archive (per MSF data-protection rules) and organize handover datasets/tables to the DoH/partners as approved by coordination. - Clean user access, secure backups, and document the data inventory and retention schedule. - Ethics & data protection: Uphold confidentiality, informed-consent principles, and MSF data-protection requirements across all datasets and reports. - Tools & improvements: Ensure correct, consistent use of mission tools (e.g., Fuchia, Epi Info,

	DHIS2 if applicable, Excel). Propose pragmatic improvements that reduce errors and workload. • Mobility: Conduct regular visits to Homs-area facilities and occasional travel related to Atiham closure activities, as requested by the PMR.
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HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and Education certificate through this link:

https://docs.google.com/forms/d/e/1FAIpQLSfpzVvGEmVlwG_MhLXdOS005kl-LFzFlq0amfhRQuPyN5lqhA/viewform?usp=header



Only shortlisted candidates will be contacted through their email address.

Closing date: 16th November 2025

Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.