Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Data Clerk.

Contract type: Special Service Agreement.

Duty Station: Syria- Lattakia

Number of Vacancies: 1

Application Closing Date: December 2 ,2026, 4:00 PM.

JOB SUMMARY

Provide daily registration services (preparing medical files and patient's cards) at the MMT's location for all patients and ensure proper flow of patients to the clinics as required by the Team Leader and the physicians.
Request (and maintain records) of all needed furniture and medical/nonmedical consumables for the team.
Work under supervision of the Team Leader and Health Officer to achieve health program objectives and targets effectively and efficiently.

MAIN TASKS AND RESPONSABILITIES

- Provides daily registration services (preparing medical files and patient's cards) at the MMT location for all patients.
- Ensure that all patients are registered and recorded for reporting and fill all needed information from the patient to the patient file and card.
- Ensure proper data management through completion of patient reports and referrals and delivering them appropriately.
- Ensure proper flow of patients to the clinics as required by the Team Leader and the physicians.
- Keep patient cards and files well organized and properly maintained.
- Maintain, submit and update all needed reports to the MMT Team Leader on daily basis.
- Request all needed furniture and medical/nonmedical consumables for the MMT on regular basis.
- Maintain a record of all furniture and medical/nonmedical consumables at the MMT location.
- Build, strengthen and share lessons learned regarding best practices to be followed in the MMT.
- Other related assignments

MINIMUM REQUIREMENTS

- Minimum Intermediate Institute Degree in Business Administration or related field.
- Minimum of one to two years of experience required, preferably in an NGO.
- Ability to exercise sound judgment, to make decisions independently and to motivate local staff effectively.
- Intermediate computer skills.
- Extremely flexible and have the ability to cope with stressful situations and deal with beneficiaries.
- Able to work under pressure and within a team.
- Must be able to take other responsibilities from time to time to cover for other team members.

o **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe

and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics,* all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

- **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.
International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.
If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com
Please do not submit your CV or application to this website; it will not be considered for review.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date

To apply for this vacancy please click on the following link and fill in the required information:

Lattakia:

https://enketo.ona.io/x/ElAqr8WF