



MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS

50-H-3

Médecins sans Frontières - France
Republic of South Sudan, Juba

Hai Cinema 2nd class residential area,
Plot 73, Block AXII
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Approved by Labour office

Aweil, June 12th, 2025

MSF-FRANCE JOB ADVERTISEMENT

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in **Aweil a70% and in Old Fangak 30%**.

To promote diversity and inclusion, we encourage female candidates to apply for this position. Our organization is committed to gender balance and equal opportunities

POSITION: Data Analyst Activity Manager

Main Purpose of position

Defining, coordinating and monitoring all data related activities including data collection, analysis, reporting, monitoring and evaluation processes according to **MSF** protocols, standards and procedures in order to ensure quality medical care for patients and their communities and to improve the health condition of the population

MAIN ROLES AND RESPONSIBILITIES

- With the support of the E-health Unit, creating, reviewing and adapting data collection tools according to the projects indicators, and coordinating the development, implementation and follow up of Standard Operating Procedures (SOPs) for documentation. Developing and implementing data quality assurance methods to ensure good performance of the activities and reliability of the information, treating with respect and confidentiality all patient information
- Providing technical support to the medical team and data entry staff in the implementation of routine data recording, collection and entry for the selected project indicators in clinics and/or hospitals and/or health centers. Organizing and implementing or providing technical support in the establishment of monitoring tools for new activities as initiated in the project.
- On a monthly, quarterly or basis of request, implementing detail analysis of recorder data for key indicators for the project in order to facilitate the definition, redefinition or reorientation of project activity. This will also include analysis of the district's (MoH) cohort data, whenever available. Following the analysis, identifying and reporting any new and interesting indicators for review with the medical team for potential follow up where relevant.
- Managing and supervising the work of the data team personnel for quality assurance including identification of training needs and providing coaching for the staff on issues related to data
- Planning and supervising, with support of the HR department, the associated HR processes (recruitment, training/induction, evaluation, potential detection, motivation, development and internal

communication) the data team in order to ensure having the appropriate team in terms of size, capabilities and skills

- Participating in meetings and/or trainings as requested scheduled by manager or MSF. This includes but is not limited to MSF internal meetings and/or trainings, and local, regional, or international meetings and/or trainings
- On a monthly basis and in collaboration with the medical team, preparing and submitting summary reports on analysed data for both MoH and MSF and preparing and implementing MSF internal monthly or quarterly medical data presentation, including facilitation of team reflection and sharing of updates to promote team dynamism and reactivity

Performing additional activities whenever needed and as requested by the supervisor

MSF Section/Context Specific Accountabilities

Information Management and Quality Assurance

- Work with the project team to map and update patient, data and information flows; identify areas for improvement for data collection, reporting, and data use and ensure follow-up
- Provide support to the data entry operators on the regular medical data collection / entry using Praxis and any other specific database used by the project team
- Ensure the quality of data entered in terms of minimizing missing or incorrect data and implementation of data quality assurance procedures
- Manage the production of the project regular medical activities reports including weekly, monthly, quarterly, and annual reporting for internal and external use as required
- Responsible for the archive room and medical records management, with the support of PMR
- Ensure the confidentiality of the patient medical information
- Alert PMR in case of unusual disease patterns are detected as part of data collection or reporting
- Provides regular and adhoc feedback to project activity managers in cases of significant changes in data trends

HR management & Support

- Supervise, organize and checks the work quality of the data entry operators
- Provide medical data related (including tools used) briefings to new health staff coming to the project regarding data collection and analysis systems
- Provide training and refreshers on medical data tools to users in the project.
- Liaise with the ehealth Unit to track updates related to medical data tools and resolve data management issues

REQUIREMENTS

Education	Secondary education or qualifications in paramedical fields i.e. epidemiology, public health, medical statistics, or other related field. Degree (or masters) in health information systems or public health is an asset
Experience	<ul style="list-style-type: none"> • At least 2 years' experience in medical data management
Languages	Desirable working experience with MSF or other NGOs. Fluent in English (spoken and written) Knowledge of local language desirable
Knowledge	<ul style="list-style-type: none"> • Essential computer literacy (word, excel, powerpoint and internet) • Knowledge of statistical packages, STATA, SPSS, SAS is an asset
Competencies	<ul style="list-style-type: none"> • People Management and Development L2 • Commitment to MSF principles L2 • Behavioural Flexibility L3 • Results and Quality Orientation L3 • Teamwork and Cooperation L3



HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) via google forms to apply through the below link using a computer or QR on their smart phone.

<https://forms.gle/6vLBWQsnAwzDtYcG8>



Please note:

- MSF does not accept any form of money, gift, or favour as part of its recruitment processes – if you are requested for any form of favour, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.
- The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.

The closing date is 25th June 2025

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.

