

MSF Switzerland (MSF-CH)

JOB VACANCY – DATA ENTRY OPERATOR

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is now looking for a qualified backup/daily workers pool of South Sudanese individuals that can be deployed as daily workers or contracted as needed. This backup/daily worker pool will be valid for 12 months from the date of final recruitment; successful candidates will be called to work as daily workers or contracted directly without any further recruitment procedure throughout this time period.

Position: DATA ENTRY OPERATOR

Number of Vacancies: Backup pool

Location: Mayen Abun, Twic County, Warrap State

Scope of responsibilities:

Carry out all activities related to entry of medical data into the mission database, according to MSF protocols and maintaining confidentiality, in order to have reliable and up to date information.

Main tasks:

- 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.
- Participate in the search for missing data.
- Update files of existing patients and make any corrections needed.
- Make regular back-ups of all data processed.
- 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 superior
- Elaborate statistical reports when required by the medical team.
- Ensure, promote and maintain confidentiality regarding all information registered.

Recruitment criteria

Education: • Secondary education essential.

Experience: • Desirable experience in data entry.

Languages: • Fluent in English and Dinka language essential

Knowledge: • Essential computer literacy (word, excel)

Competencies: Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility , Commitment to MSF Principles, Stress Management.

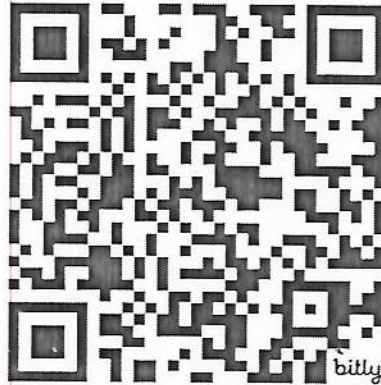


How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. The deadline is no later than Oct 6th, 2024.

We encourage you to apply through online link:

<https://bit.ly/data-entryo>



- Or submit your CV and certificates in an envelope with your name and date & position for you are applying. And put in the CV box outside the gate MSF Office, Mayan Abun.

Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your 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 data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the Twic HR Manager at the MSFCH office in Mayen Abun.

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.



Approved

Ch. A. K. P.
23.9.2024

