



**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

Web: www.msf.org

E-Mail: msff-juba-recruitment@paris.msf.org

Aweil, 16th July 2026

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 Office.

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: SUPERVISOR MEDICAL DATA ENTRY -AWEIL

FIX TERM CONTRACT – (HEPATITIS E)

Purpose of position

Ensure completion of all activities related to medical data entry and data management into the mission database. Supervise, organise 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 ROLES AND RESPONSIBILITIES

Accountabilities

- Supervise, organise and plan the activity of Data Entry officers to have a reliable record of medical activity performed, as well as identify their training/technical support needs in order to provide a good service support and reliability of the data collected.
 - Ensure collation and entry of all data identified by project managers for collection (e.g. morbidity, mortality, surveillance of diseases of epidemics, nutrition, psychological and women's health, etc) into the appropriate data management system while ensuring quality of data
 - Do quality control data officers' performance on regular basis
 - Know and ensure proper use of software used for recording (i.e. Fuchia, Epi Info, etc.).
 - Ensure accuracy of the medical data entered into the mission's database on a regular basis, according to MSF protocols and carry out regular back-ups.
 - Provide technical support to data entry officers/operators in project sites and give response to their training needs.
- Provide regular statistical reports for the medical team as well as informing the superior of any missing information, major changes or big differences in data

MSF Section/Context Specific Accountabilities

- Support hospital-based surveillance of hepatitis E by working closely with a data entry operator and clinical officer
- Liase with clinical staff across all MSF hospital wards to ensure all suspected hepatitis E cases are recorded in the line list and all fields in the Case Report Form and line list are complete
 - Work with the hospital data team and clinical staff to identify paper patient records if variables of interest are not already documented in the line list or Case Report Form
- Ensuring all diagnostic results from the laboratory are captured in the Case Report Form and linelist
 - If results are missing, follow-up with clinical officer and laboratory to understand why diagnostic tests have not been conducted
- Meeting weekly with study coordinator to provide updates on data entry and databases
- Summarizing any challenges experienced in written communication to study coordinator and principal investigators
- Protect patient confidentiality by maintaining all paper-based and electronic study databases and ensuring only key study staff have access to identifiable patient information

Requirements

Education	Essential: Diploma in information Technology, statistics, data management and analysis or Computer Science Desirable: Bachelor related to Computer study
Experience	Essential: At least one year's experience in data management, data/Computer science. Desirable: At least six months of work experience with MSF in data management.
Languages	Essential: English and Dinka language Desirable: Arabic Language
Knowledge	Essential: knowledge of use of computers includes processing of documents (Word, Excel). Desirable: knowledge of medical statistics databases. (Kobo Collect, Red CAP)
Competencies	• Results and Quality Orientation L2 • Teamwork and Cooperation L2 • Behavioural Flexibility L2 • Commitment to MSF Principles L2 • Stress Management 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) as a single document **ONLY** through **QR Code** or **link** below:

Link: <https://forms.gle/DBdmAdN3eJN1y4D46>



Please noted that Hard Copies of CVs and applicants will not be Considered.

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 closing date is 29th July 2026

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.

Approved by Labor office
NRG/L Aweil

