

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 currently seeking to employ a qualified candidate for the following position with initial 6-months Fixed Term Contract and Trial Period of 3-months.

Position: Data Entry Operator

Number of Vacancies: 1

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.

Accountabilities:

- 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. Desirable M&E or another data studies

Experience: • Desirable previous experience in similar or relevant positions.

Languages: • Fluent in English. Local language desirable

Knowledge: • Able to learn and use software used for recording (i.e. Fuchia, Epilinfo, etc.)
• Essential computer literacy (word, excel)

Competencies: Results, teamwork, commitment, flexibility, service

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. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in **Mayen Abun, Twic County**. **The deadline to apply is 19th of February 2026.** Warrap State Labour Card is required

<https://forms.gle/VMMq1E8UenRqRRMS8>



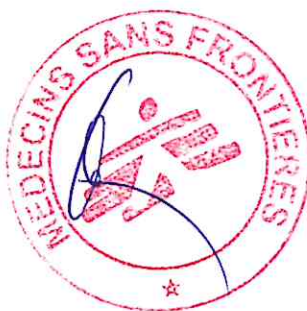
Only short-listed candidates will be contacted.

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 If you have any questions or requests, you can contact the **Personnel Development Manager (PDM)** at the **MSFCH office in Hai Cinema – Juba**.*

MSF does not ask candidates for any money, favours, or other benefits of any kind during its recruitment process and reserves the right to refuse to hire a candidate who has engaged in such acts.



Approved by Acting Director for
Labour, Warrap state - Kuajok

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06/07/2026

