

JOB VACANCY – FULL TIME - 100%

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

Title: MEDICAL DATA PROCESSING OFFICER
Direct Reports: Project Medical Referent (PMR)
Location: Liwale

MAIN PURPOSE

Carrying out medical data collection and entry activities into the mission database recording all relevant clinical and demographic data on patients and ensuring data quality/reliability, according to **MSF** protocols and maintaining confidentiality while producing the appropriate, updated documents for the medical team in order to support decision making processes

ACCOUNTABILITIES

- Performing data entry of all epidemiological information into select databases program and creating appropriate reports, providing data for project development purposes.
- Ensuring that all data entered has been authorized and that appropriate documentation has been received (patient records, treatment monitoring, etc.). Ensuring that all data entry processes occur in a timely and efficient manner.
- Ensuring all data collected and entered to databases is consistently accurate and complete. Being responsible for ensuring that quality control queries of the database are followed up, ensuring identification of data entry errors and corrections. Immediately reporting to the supervisor, any anomalies in the database
- Filling documents according to **MSF** standards
- Collaborate with the data supervisor and the PMR in capacity building on proper registration of patients, proper filling of the various forms, clarifying queries, obtaining missing information and correcting errors, ensuring they have ongoing sufficient supplies of necessary hardcopy data collection forms
Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams (weekly, monthly, according to patient treatment requirements).

Liwale project officially launched in December 2022, Liwale project is an integrated project supporting MoH in Community based, Primary and Secondary health care for mother and child under 5. MSF is currently supporting 7 health facilities including 4 secondary health care facilities where CEmONC are offered and 3 primary health care where BEmONC are offered. Medical data processing officer will

- Ensure that all MSF supported health facilities provide quality data on weekly basis.
- Collaborate with MoH data officer to ensure that collected data are accurate
- Support all the MSF supported facilities in data collection
- Ensure data protection and safety
- Ensure confidentiality of data and ensure that only authorised person have access to the data
- Encode quality data in the DHIS

Minimum Educational Qualification:

Essential, higher education with proven computer literacy, degree in data management, Information and Technology (IT) or mathematics field, desirable

Experience:

At least 2-year work experience in data entry/analysis

Knowledge:

Essential computer literacy (word, excel and internet)

Competencies:

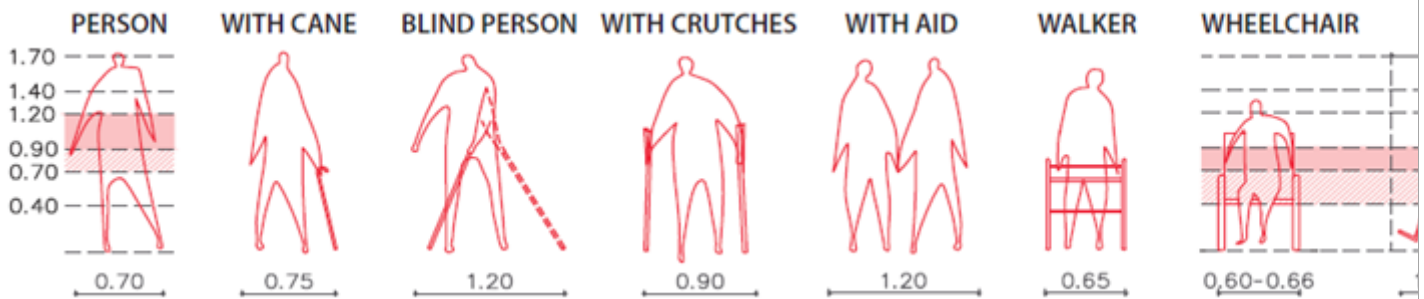
- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**

- Behavioural Flexibility L1
- Commitment to MSF Principles L1
- Stress Management L2

Languages:

English and Swahili essential

Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.



APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Sunday, June 24th 2024 at 5:00 PM**. Please quote the job title on the email subject "Liwale- MDPO".

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be submitted at MSF offices situated at Mikocheni B, Daima street House no 16 Dar es Salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo or at MSF office situated in Liwale, Lindi.

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 have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-tanzania-hrmanager@geneva.msf.org

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED