MS02800
SUPERVISOR MEDICAL DATA ENTRY

Level 6

Reports to (Hierarchical)
Medical Coordinator

Reports to (Functional)
Medical Coordinator/ Activity Managers / Project Medical Referent

Job Family
Medical & Paramedical

Main Purpose
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.

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

Education

Essential proven computer literacy, secondary education or qualifications either in administration, data entry or in statistics. Degree in Information and Technology (IT) desirable.

Experience

Essential working experience of at least one year with MSF.

Languages

Mission working language and local languages essential.

Knowledge

- Essential knowledge of use of computer including processing of documents (Word, Excel).
- Desirable knowledge on medical statistics data bases.

Competencies

- Results and Quality Orientation **L2**
- Teamwork and Cooperation **L2**
- Behavioural Flexibility **L2**
- Commitment to MSF Principles **L2**
- Stress Management **L3**

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