

## Vacancy Announcement

Médecins Sans Frontières (MSF France) France is an international non-governmental organization working in the field of medical care in Sudan. We are looking for a qualified candidate to fill in the position of:

Data Entry Operator	
Work location: Khartoum, Khartoum South, Turkish Hospital	Gross Salary: 847 USD
Duration of Contract: 12 Months	Deadline for the applications: 25 September 2025

### Main Purpose

- 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.
- This job description may be amended in line with the activities or evolution of the Mission.

### Requirements

Education	Secondary education essential.
Experience	Working experience of at least 1 year relevant experience.
Languages	Mission language desirable and local language essential
Knowledge	Able to learn and use software used for recording (i.e. Fuchia, Epilinfo, etc.) Essential computer literacy (word, excel) Desirable computer literacy (word, excel)
Competencies	Results, teamwork, commitment, flexibility, service


**Project Coordinator**  
MSF - France (OCPI)  
Khartoum, Sudan  
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**Applications must be in English language and include:**

- Complete CV and Copies of all certificates and diplomas.
- Cover letter in English
- Updated contact details (candidate's phone number and a backup phone number)
- Sudanese National ID. Copy of Labor card and civil certificate.

Application should be submitted before or on 25<sup>th</sup> September 2025 in sealed envelope mentioning "MSF France- application for DATA ENTRY OPERATOR"  
to HAC Khartoum State office, Khartoum Almujaadeen Africa St

Only short-listed candidates will be contacted.



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