

WE ARE HIRING



MEDECINS SANS FRONTIERES DOCTORS WITHOUT BORDERS

Médecins Sans Frontières (MSF)/ Doctors Without Borders (DWBI) is an international humanitarian medical aid organization working in more than 70 countries worldwide. DWBI is neutral, impartial, independent, and not linked to any political party or government. Our teams provide emergency medical assistance to people in need, irrespective of their nationality, race or religion. DWBI has been working in the Kashmir valley since 2001.

DATA ENTRY OPERATOR

Position	: Data Entry Operator (50%)
Location of Job	: Srinagar Office, Brein Nishat, Srinagar
Duration	: 12 Months (Renewable)
Start Date	: As soon as possible
No. of Positions	: 01 (One)
Application Closing Date	: 2nd June 2022 , 3:00 pm
Academic Requirement	: Essential Secondary School with adequate computer skills, Desirable: Previous experience in relevant field. Local language and mission language (English) are essential.

WE OFFER:

- Salary Gross (INR): 13,980/- per month
- 09 days annual leave; 12 days paid leave as per specified list of holidays; Sick/Casual leave of 06 days as per calendar year (pro-rated based on hire date).
- Contributions made for statutory benefit programs such as Provident Fund.
- Covered under accident insurance.
- DWBI provides medical reimbursement for employees and their dependents as per health care policy.
- A stimulating, professional environment in an international organization.

PURPOSE OF POST :

Carry out all activities related to entry of medical data into the mission database, according to **DWBI** 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 **DWBI** protocols.
- Participate in compilation of data both from **DWBI** 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.

DATA COLLECTION AND ENTRY :

- Collecting medical data forms filled by the concerned DWBI medical/paramedical personnel.
- Entering relevant data into the DWBI databases (DWBI data tool).
- Ensuring quality and accuracy of the entered information database.
- Maintain every relevant data according to the epi-calendars both for MACS and DWBI
- Assisting the Mental Health Activity Manager in compiling and collating data for the Monthly Medical Report (MMR).
- To assist the Data Processing Officer as requested by the line manager
- Maintain and ensure confidentiality of all collected and stored information.

Please drop your **motivation letter & CV** at the address or mail below

DWBI Office: Khagi Mohalla, Near Primary Health Centre, Brein Nishat, Srinagar 191121

Email to: srinagar-hrm-assist@oca.msf.org

Last date for receiving complete application is Thursday 2nd June - 2022

Note: Only Short listed candidates will be invited