LT03900
DATA PROCESSING OFFICER

Level 4

Reports to (Hierarchical)
Logistics Manager/ Logistics Supervisor

Reports to (Functional)
Logistics Manager/ Logistics Supervisor

Job Family
Logistics and Supply

Main Purpose
Carrying out data entry activities into Logistics system, registering all orders, deliveries and data concerning stocks according to **MSF** standards and procedures, and producing the appropriate, updated documents for the supply team in order to support decision making processes.

Accountabilities
- Performing data entry of all ordering information into Logistics 7 program and creating appropriate documents for ordering and receptions, ensuring that all data entered has been authorized and that appropriate documentation has been received and 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 and the correct authorization of orders and receptions in Logistics 7 are verified, taking care that no unauthorized people have access to the database and performing routine checks to ensure consistency. Reporting immediately to the supervisor, any database anomalies.
- Performing the workflows, outgoing and ingoing, of all the related logistics documents and files documents according to **MSF** standards (Log Admin Kit)
- Assisting the supervisor in identifying any items at risk of rupturing or expiring- referring to Logistics 7 database. Discusses progress with the supervisor on a daily basis, reporting to the rest of the supply team at the weekly team meeting
- Receiving and registering data sheets from the **MSF** medical and logistical departments' reporting on consumption. Reporting the supervisor on any issues regarding drug consumption data and other questions (names of drugs used, unclear writing, missing information)
- When applicable, receiving the new monthly donation sheets and communicating them to the supervisor
- Reporting duties: identification (in close relation with the supervisor and suppliers) of potential stock risks, stock level and average expiring terms and availability; comparison with Supplier logical stock inventory with real stock levels on a monthly basis; creation of worksheets to assists in international orders; weekly and monthly format sheets for consumption and stock reports of all locations; and the pipeline and the ordered materials received or the outstanding items

Education

Essential, Secondary education; commerce related studies desirable

Experience

Minimum 2 years work experience in data entry/analysis

Languages

Essential, mission working language

Knowledge

Computer literacy

Competencies

- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Stress Management **L2**

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