



ICRC GAZA SUB-DELEGATION

Vacancy Announcement

Date: 26.05.2024

The International Committee of the Red Cross (ICRC) is an impartial, neutral, and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC office in Gaza is looking for candidates to fill in the following position:

Function	: Registration and Health Data Entry Clerk (Field Hospital)
Place of employment	: Gaza - Rafah
Occupation rate	: Full time
Type of Contract	: Temporary
Expected Starting Date	: ASAP

Main Tasks:

- Register patients upon entry to the Emergency and Outpatient Departments
 - Collect diagnoses, diagnostic categories, tests, procedures, and consultations upon exit (during period when OPD is within ED)
 - Register patients admitted into Inpatient Departments
 - Update inpatient admissions and exits daily
 - Collect and record routine service logs (weekly? / daily?) from inpatient departments and services: Operating Theatre; Maternity; Female/Male/Paediatrics/Isolation wards; X-ray; Laboratory /Blood Bank, Physiotherapy; Mental Health & Psychosocial Support.
 - Report daily hospital and OPD numbers to the HPM such as: OPD consultations, IPD admissions, referrals, deaths, discharges, OT procedures, support service procedures (lab and x-ray), etc. This would include reporting crude data only, no statistical analysis or interpretation of results required.
 - Fill in hospital statistics sheet using weekly / monthly data to be shared weekly with the PHiE delegate and/or the HPM.
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Education and professional experience requirements:

- Registering patients and collecting admission data requires:
 - Some knowledge of medical terminology (a medical secretary or equivalent would be an asset)
 - Intermediate computer skills (familiarity with Microsoft Excel required)
 - Strict adherence to the principles of confidentiality and data protection
- Collecting and recording routine hospital data and statistics requires:
 - Some knowledge of basic mathematics (understanding how to perform basic statistics calculations such as averages, proportions, rates, and ratios etc. would be an asset)

Interested candidates fulfilling the above criteria should send the following:

- A detailed C.V. in English.
- Copy of the highest academic degree obtained and relevant work certificates.

Please send your application by email to jer_recruitment_services@icrc.org, indicating in the subject line: " Registration and Health Data Entry Clerk (Field Hospital) – Application – Your name".

Deadline to send your application: June,09,2024.

In accordance with the Resolution No. 17, 2010 of the Gaza Ministry of Interior, applicants who have a running contract with a Ministry will not be selected.

Only shortlisted candidates will be contacted.