



## Catholic Relief Services-JWBG Job Vacancy

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**Job Title:** CVA Project Officer

**Department:** Programs

**Reports To:** Program Manager

**Location:** Gaza

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS has been present in Jerusalem, West Bank, and Gaza (JWBG) since 1961. In JWBG, CRS currently supports programs in the sectors of humanitarian relief, livelihoods, civil society strengthening, and social justice promotion through its field offices, in Jerusalem, Gaza, Ramallah, and Bethlehem. CRS is working to provide rapid emergency assistance to conflict affected communities in Gaza and the West Bank in the sectors of multi-purpose cash; shelter; psycho-social support; food assistance; and water, sanitation, and hygiene (WASH). For further information about CRS, please visit: [www.crs.org](http://www.crs.org).

### Job Summary:

CRS is actively looking for Project Officers as members of the cash and voucher assistance (CVA) project team. This team is part of a larger team in Gaza that focuses on delivering emergency response assistance, including psychosocial support (PSS), food security, shelter and water, sanitation & hygiene (WASH) programming. You will monitor and report on cash and voucher project activities of your team in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

### Roles and key responsibilities:

- Assist in the coordination and execution of all cash & voucher project activities outlined in the detailed implementation plan for the Gaza region, ensuring alignment with CRS program quality principles, donor specifications, and industry best practices.
- Identify and report any obstacles or deficiencies encountered during project implementation, facilitating necessary adjustments to plans and schedules. Provide support to project partners in reflecting on their experiences and improving project outcomes.
- Facilitate project monitoring and evaluation initiatives to ensure accountability, including coordinating monitoring & evaluation activities and aiding partners in data collection and analysis using prescribed methodologies and tools. Collaborate with local partner organizations to compile and submit reports according to established timelines.
- Gather information on the capacity and technical assistance requirements of project staff and partner organizations, overseeing capacity-building efforts and technical support activities to enhance effectiveness.

- Maintain comprehensive documentation for all project activities assigned, contributing to the development of case studies and reports highlighting successful practices and lessons learned.

**Basic Qualifications:**

- Bachelor's degree is required.
- Minimum of 2 years of work experience in project support. Experience in the field of program implementation for an NGO would be a plus.
- Computer skills required.

**Required Languages** – English and Arabic fluency is required.

**Travel** – Must be willing and able to travel through Gaza area.

**Knowledge, Skills and Abilities:**

- Observation, active listening and analysis skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners and community members.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Proactive, results-oriented and service-oriented.

**Preferred Qualifications:**

- Technical experience in cash & voucher assistance modalities, and/or market-based programming.
- Experience with market-based assessments.
- Team management experience.
- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

**Agency REDI Competencies (for all CRS Staff):**

Agency competencies clarify expected behaviours and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Personal Accountability – Consistently takes responsibility for one's own actions.
- Acts with Integrity - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- Builds and Maintains Trust - Shows consistency between words and actions.
- Collaborates with Others – Works effectively in intercultural and diverse teams.
- Open to Learn – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

**Agency Leadership Competencies:**

- Lead Change – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- Develops and Recognizes Others – Builds the capacity of staff to reach their full potential and enhance team and agency performance.

- Strategic Mindset – Understands role in translating, communicating, and implementing agency strategy and team priorities.

**Supervisory responsibilities:** Field Officers

**Key Working Relationships:**

**Internal:** Programming Teams, Operation staff

**External:** Implementing partners, Stakeholders (including but not limited to vendors, financial service providers, key market actors, other implementation agencies)

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

*CRS is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, national origin, or disability status.*

**Women, people with disabilities, and other underrepresented populations are encouraged to apply and to seek CRS support on the application process where additional accommodation is required.**

**APPLICATION INSTRUCTIONS:** Interested candidates with relevant education and work experience are invited to complete an application which addresses the positions requirements. In order to be considered for the position, candidates must submit both a CV and a cover letter, in English. Applications which fail to meet these requirements will not be considered. Applications must be submitted online at <http://jobs.crsjwb.org> and will be reviewed on a rolling basis. This posting will remain open until filled, however, submission by **May 31, 2024** is strongly advised.