



Catholic Relief Services-JWBG Job Vacancy

Job Title: Logistics Assistant
Department: Operations
Reports To: Logistics Officer
Location: Gaza City

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.

Job Summary:

You will assist emergency programming field activities and the implementation of all day-to-day logistics activities in Gaza city in support of Catholic Relief Services' (CRS) work to serve the poor and vulnerable. Your service and community-interpersonal skills contribute to projects that benefit local communities that consistently apply the best practices and continuously works towards improving its impact.

Roles and Key Responsibilities:

- Support the supply chain team and relevant programming staff on logistics services that meet the pipeline requirements.
- Help identify challenges in supply chain management and provide recommendations to address those.
- Maintain updated files with all required logistics documents and ensure all supply chain management activities and movements are fully and accurately documented.
- Prepare and/or review all reports prior to submission per distribution requirements.
- In coordination with the logistics team, support the implementation of delivery operations from arrival of goods in-country (or local purchase point) to the warehouses and on to the final distribution centers in accordance with CRS and donor regulations and international and local supply chain standards and requirements.
- Address inquiries related to shipping, delivery, and order status, and resolve complaints or discrepancies efficiently.
- Coordinate with the log cluster and carriers to resolve delivery issues; oversee the safe and efficient handling of materials and goods
- Negotiate rates and terms with service providers and control logistics costs, including transportation and storage expenses.

- Follow up on the maintenance of the warehouse and the equipment inside it periodically to ensure smooth operations inside the warehouse.
- Schedule CRS team movements, review the vehicle log sheet, and follow up on the vehicle's periodic maintenance.
- Ensure the availability of security and safety equipment inside the warehouse, such as first aid kits and fire extinguishers, to ensure the safety of workers and beneficiaries.

Basic Qualifications

- Bachelor's degree required.
- Minimum 2 years' work or volunteer experience in supporting logistics activities. Good writing skills.
- Knowledge of local market conditions.
- Knowledge in MS Office package (Excel and Word).
- Knowledge of USAID regulations and procedures is a plus.

Required Languages – Arabic Fluent, conversational in English

Travel

The candidate must reside in Gaza City and be willing and able to travel in Gaza city when feasible – up to 20%.

Knowledge, Skills and Abilities

- Observation and active listening skills
- Good interpersonal skills and the ability to interact effectively with diverse groups
- Proactive, results-oriented and service-oriented

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors 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 None

Key Working Relationships:

Internal: Logistics team, warehousing team, Admin team, operations manager

External: Vendors, suppliers, transportation company

****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 prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.

CRS is an Equal Opportunity Employer

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 position's 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://crsjwbg.org/> and will be reviewed on a rolling basis. This posting will remain open until it is filled, however, submission by close of business **December 21, 2024**, is strongly advised.