



Catholic Relief Services-JWBG Job Vacancy

Job Title: Project Officer - Resource Transfer Unit (RTU)

Department: Programs

Reports To: Program Manager, RTU/Information Management

Location: South 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.

Job Summary:

As a member of the Resource Transfer Unit (RTU) and Information Management team, you will support the monitoring and reporting on all project activities under the Gaza Emergency Response in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the RTU and Information Management team supports the program response by consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities:

- Support the coordination and implementation of all systems for the transfer of assistance to project participants within the Resource Transfer Unit in line with CRS program quality principles and standards, donor requirements, and good practices.
- Support, process, and track the transfers of cash and voucher and in-kind assistance for all delivery mechanisms through various systems, including CRS information management system and through financial service providers (PalPay).
- Support response teams to monitor and record the transfer of assistance and report any challenges and/or gaps identified in information collection or management.
- Coordinate and work with partner teams and vendors to ensure the application of standards and application of internal standard operating procedures for the delivery of cash and voucher and in-kind assistance.
- Coordinate with operations and program teams to ensure the information collected serves programs needs for adaptive management, reporting, and record keeping.
- Coordinate with procurement for the identification and selection of additional vendors following CRS' standard operating procedures to determine eligibility requirements.
- Collect information on staff capacity needs and technical assistance needs of vendors and relevant partner staff and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.

Basic Qualifications

- Bachelor's degree required.
- Minimum of 2 years of work experience in project support. Experience in the field of information management and/or providing humanitarian assistance through cash and vouchers and for an NGO would be a plus.
- Additional experience may substitute for some education.

Required Languages – Fluency in Arabic; high professional proficiency in English

Travel – The candidate must reside in South Gaza Strip and be willing and able to travel in South Gaza when feasible – up to 20%.

Knowledge, Skills and Abilities

- Experience with data systems and advanced Excel.
- 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

- Bachelor's degree in Information Technology, Accounting, Monitoring and Evaluation, or Business Administration.
- Experience working with financial service providers.
- Strong experience in information and data management systems such as PHP, SQL, CommCare, KOBO, or other similar systems.
- 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 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: Information Management Field Officers (2)

Key Working Relationships:

Internal: RTU/Information Program Manager, Sectoral Program Managers (food, PSS, shelter/WASH, MEAL Information Systems Manager, Supply Chain Manager, Procurement Staff, in-kind distribution teams

External: Vendors in the CRS network and outside the current network, PalPay

****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://crsjwb.org/> and will be reviewed on a rolling basis. This posting will remain open until filled, however, **submission by Close of Business Tuesday, December 31, 2024, is strongly advised.**