



Catholic Relief Services-JWBG Job Vacancy

Job Title: Senior Project Officer – WASH

Department: Shelter and WASH Program.

Reports To: Program Manager

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 are 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. For further information about CRS, please visit: www.crs.org.

Job Summary:

CRS is seeking to hire a WASH Senior Project Officer to be based out of CRS' Dier al Balah office. As a lead for the water, sanitation, and hygiene (**WASH**) project team, you will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to staff and implementing partner(s) advancing Catholic Relief Services' (CRS) work serving people in need for WASH services and most vulnerable. Your coordination and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities:

- Organize and lead the implementation of all assigned WASH activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Work closely with WASH project officers and Shelter team to integrate WASH programming as feasible into emergency and early recovery shelter interventions.
- Ensure WASH learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Coordinate and oversee working relationships with all local project stakeholders and serve as the liaison between them and the WASH project team to mobilize local actors and promote project activities and impact.
- Supervise and perform ad-hoc inspections of various processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and

procedures. Ensure proper tracking of resource use for project activities through periodic budget reviews and follow-up with and assistance to implementing partner.

- Support and coordinate capacity building and technical support activities to ensure assigned WASH project activities are implemented per project guidelines and standards.
- Coordinate provision of any logistical and administrative support to staff and partners.
- Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices in WASH.

Basic Qualifications

- Civil or architectural engineer bachelor's degree is required.
- Minimum of 4 years of work experience in project support, ideally in the humanitarian field of Shelter and WASH.
- Additional experience may substitute for some education.

Required Languages – Excellent Arabic and professional English is mandatory.

Travel – Travel to field locations in the south of the Gaza Strip is required.

Knowledge, Skills and Abilities

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Preferred Qualifications

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- 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: WASH Project Officer

Key Working Relationships:

Internal: Shelter/WASH Program Manager, WASH Project Officer and Field Officers, Shelter Senior Project Officer and Shelter Team, Technical Advisors

External: Partner staff, local stakeholders, other WASH actors, WASH private sector.

****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. To be considered for the position, candidates must submit both a CV and a cover letter, in English. Applications must be submitted Online at <http://crsjwbq.org> and will be reviewed on a rolling basis. This posting will remain open until filled, however, submission by **January 01st, 2025**, is strongly advised.*