



## **Catholic Relief Services-JWBG Job Vacancy**

---

**Job Title:** Administrative Assistant  
**Department:** Operations  
**Reports To:** Administrative Officer  
**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 are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

### **Job Summary:**

You will provide service in the day-to-day delivery of responsive, effective, and efficient administrative activities in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. You will provide consistent and high-quality service and contribute to the proper stewardship of resources to help ensure operational effectiveness in support of high-quality programming.

### **Roles and Key Responsibilities:**

- Facilitate communication with all units of the organization and external stakeholders as relevant. Send/receive and distribute all incoming and outgoing mail/faxes/letters/documents.
- Provide specialized administrative transactions and processes (e.g. translate, type, proofread, and/or format documents; record and transcribe meeting minutes; draft simple correspondence messages).
- Prepare transactional documents in support of general operations processes and support coordination of transaction processing (e.g. payment requests, travel authorizations, travel advances, visas, etc.).
- Compile data, perform data entry and data verification in relation to general administration processes (e.g. various contact lists, employee leave balances, staff attendance reports, Vehicle Log Sheets review, visitors' welcome packages, etc.).
- Support travel and logistics arrangements for staff and visitors. Schedule and coordinate appointments. Provide logistical and communication support to event planning activities.
- Support implementation of property management processes, such as property receipt and distribution, property labeling, physical counts, etc.

### **Basic Qualifications**

- Bachelor's degree Required.
- Two years' experience working in an office environment in a clerical or administrative role. Experience with a local or international NGO a plus.
- Additional education may substitute for some experience.

**Required Languages** – Fluent Arabic and English

**Travel** – Willing to Travel 10% across Gaza office's locations.

**Knowledge, Skills, and Abilities**

- Good time management skills with ability to work on multiple tasks.
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results oriented.

**Preferred Qualifications**

- Experience with typing/word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems. Proficient in Word.

**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** Drivers, Administration staff and manager, operations, and project teams

**External** Stakeholders and suppliers

*\*\*\*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. 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 position's requirements. 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>. The position will remain open until filled; however, submission of application before **June 15<sup>th</sup>, 2025**, is advised.