



Catholic Relief Services-JWBG Job Vacancy

Job Title: Project Manager – Shelter

Department: Programs

Reports To: Project Manager II

Location: Gaza Strip

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.

Job Summary

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist the achievement of activities in 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. project objectives advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of the program area will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of this project.

Roles and Key Responsibilities

- You will lead technical, budget management, monitoring and reporting activities through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.

- Foster and strengthen partnerships relevant to shelter projects, applying appropriate application of partnership concepts, tools and approaches.
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for shelter.
- Determine activities required for ensuring the financial, material and human resources for the quality implementation of the project. Conduct periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use.
- Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project files are complete with all required documentation and are filed per agency and donor requirements.

Basic Qualifications

- Bachelor's Degree required.
- Minimum of 5-8 years of work experience in project management, ideally in the field of Shelter and for an NGO.

Preferred Qualifications

- Master's Degree would be a plus.
- Relevant grant management experience, especially for USG or other public donors, a plus .
- Ability to contribute to the development of technical proposals, a plus.

Knowledge, Skills and Abilities

- Staff supervision experience.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with local stakeholders.
- Representation abilities.
- Ability to contribute to written reports
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Required Languages: Arabic and English Fluency

Travel: Must be willing and able to travel up to 30% of the time. Position is preferably based in Gaza City or Northern Gaza.

Supervisory Responsibilities: Yes

***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 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 <https://crsjwbg.org/Public/Jobs> and will be reviewed on a rolling basis. This posting will remain open until it is filled, however, submission by **Sunday, February 22nd, 2026**, is strongly advised.