



Catholic Relief Services-JWBG Job Vacancy

Job Title: Senior Project Officer (MEAL)

Department: Programs

Reports To: MEAL Manager

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 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

As a monitoring, evaluation, accountability and learning (MEAL) lead for CRS' Gaza Emergency Response, you will facilitate the achievement of project objectives through coordinating and reporting on all project MEAL activities and providing MEAL-related technical guidance and advice to staff and implementing partner(s) advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your coordination and relationship management skills will ensure that the project for which you are responsible applies best practices in MEAL 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 project MEAL activities related to CRS' Gaza Emergency Response portfolio as outlined in the response strategy and activities covered under a diverse portfolio of donors in line with CRS program quality principles, standards and MEAL policies, procedures, and practices; donor MEAL requirements, and industry good practices.
- Ensure 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 gaps to inform adjustments to plans and implementation schedules.

- Support the roll-out, implementation and system strengthening of the project's feedback, complaint, and response mechanism (FCRM) specific to the Gaza Emergency Response. Support actively seeking and responding to feedback from all members of targeted communities and other stakeholders as defined by the FCRM.
- Implement monitoring activities and processes according to the Gaza Emergency Response's Detailed Implementation Plan across multiple donor funded projects and MEAL system. Ensure the quality of monitoring data through annual data quality assessments.
- Coordinate and oversee MEAL-related working relationships with all local project stakeholders and serve as the liaison between them and the project team to mobilize local actors and promote project activities and impact. Identify and respond to key stakeholders' information needs in MEAL activities, using a range of appropriate communication methods.
- Develop technical guidelines/manuals, tools and donor/sector specific custom indicators and frameworks.
- Supervise and perform ad hoc inspections of various MEAL 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 MEAL activities through periodic budget reviews and follow-up with and assistance to implementing partner.
- Support and coordinate MEAL capacity building and technical support activities to ensure assigned project MEAL activities are implemented by project guidelines and standards. Optimize partner participation and capacity development in the implementation of MEAL systems.
- Coordinate on demand support to country program teams to perform key MEAL activities and provide any MEAL-related logistical and administrative support to staff and partners.
- Ensure timely, project documentation for assigned MEAL activities is complete with all required documents and is filed by agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices.

Basic Qualifications

- Bachelor's Degree required in a relevant field.
- Minimum of 4 years of work experience in project support, ideally in the field of MEAL and for an NGO.

Preferred Qualifications

- Master's degree in computer science, information technology or in the field of MEAL would be a plus.
- Knowledge of technical principles and concepts in digital programming.
- Experience in using MS Power BI and data visualizations software.
- Additional experience may substitute for some education.

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

Required Languages: Fluent in Arabic and English

Travel: Must be willing and able to travel across governorates up to 20% of the time security permits.

Supervisory Responsibilities: Yes

MEAL Competencies (for CRS MEAL Program Staff)

Each staff member in this position is expected to have *solid knowledge and ability* and *can apply the following competencies with minimal or no guidance, in the full range of typical situations*, while requiring guidance to handle novel or more complex situations:

- Monitoring
- Accountability
- Learning

In addition, each staff member in this position is expected to have *basic knowledge and ability* and, with guidance, *be able to apply the following competencies in common situations* that present limited difficulties:

- MEAL in Design
- Evaluation
- Analysis and Critical Thinking
- ICT4MEAL
- Management in MEAL

****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 **Saturday, July 12th, 2026**, is strongly advised.