



Catholic Relief Services-JWBG Job Vacancy

Job Title: Driver
Department: Operations
Reports To: Fleet 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 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

Provides excellent service by making prompt and courteous deliveries. Make pick-ups as necessary. Performs general warehouse duties as needed. Performs all job responsibilities in a safe, timely, and efficient manner.

Roles and Key Responsibilities

- Take instructions from supervisor regarding each day's deliveries or pick/drop services
- Check tires, engines, and seatbelts to ensure that they are in good working order
- Ensure that the vehicle's fluids are at optimal levels
- Clean car seats, rugs, dashboards and mats daily
- Assist in loading and unloading packages on trucks and vans
- Aid with luggage and boarding passengers
- Mentally chart out the best possible route to reach the desired destination
- Make use of maps and the GPS to assist in charting out actual routes
- Maintain professional decorum during commute time
- Pick and drop company professionals from /to desired destinations
- Make deliveries by maintaining correct knowledge of destinations and concerned contacts
- Assist in unloading and delivering packages
- Take forward any complaints made by customers to the supervisor
- Return vehicle to the company by following strict timeline rules
- Change tires and make minor adjustments or repairs to engine or vehicle body during, before and after transit
- Perform general and preventative maintenance on the vehicle by following scheduled timings
- Take the vehicle to washing areas or wash them according to specific instructions
- Handle general maintenance of vehicles

Basic Qualifications

- Diploma or equivalent
- Minimum one year of relevant experience
- A valid Driving License

Preferred Qualifications

- A Bachelors' degree is a plus.
- Relevant experience in INGO is a plus.

Knowledge, Skills and Abilities

- Strong attention to detail
- Ability to effectively communicate

Required Languages: Fluent in Arabic. Medium proficiency in English.

Travel: Must be able and willing to travel across governorates based on the needs and requirements, 50%.

Supervisory Responsibilities: No

****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 10th, 2026**, is strongly advised.