



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

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**Job Title:** Field Officer – Information Management - Resource Transfer Unit (RTU)

**Department:** Programs

**Reports To:** Project Officer – RTU

**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](http://www.crs.org).

### **Job Summary**

As a member in the RTU unit, you will assist projects implementation by working directly with local partners and community members, coordinating various project activities and events in support of Catholic Relief Services' (CRS) work to serve the poor and vulnerable. Your service and community relations skills ensure that the local partners and communities feed into and benefit from the project that consistently applies best practices and continuously works towards improving its impact.

### **Roles and Key Responsibilities**

- Assist in collecting, compiling, and organizing field data from program teams and partners.
- Enter and update data in CRS's information systems (e.g., spreadsheets, databases, or online platforms).
- Conduct basic checks to ensure accuracy and completeness of collected information.
- Conduct spot checks and field visits to verify data quality and address gaps in real time.
- Support teams in tracking and documenting emergency response activities.
- Flag inconsistencies, gaps, or delays in data submission to supervisors.
- Help prepare simple reports, summaries, and updates for internal use
- Perform daily checks to clean and verify data (e.g., removing duplicates, correcting errors).
- Support in generating basic tables, charts, or lists for program monitoring.
- Maintain organized digital and physical records for easy retrieval.
- File and archive project documents, forms, and reports.
- Assist in gathering information for case studies or success stories.
- Follow CRS data protection and confidentiality guidelines.

**Basic Qualifications**

- Bachelor's degree required.
- 3-5 years of work or experience in community development and mobilization.
- Additional education may substitute for some experience

**Preferred Qualifications**

- Experience in the field of Information technology and for an NGO would be a plus

**Knowledge, Skills and Abilities**

- Computer skills required.
- Observation, active listening and analysis skills with ability to make sound judgment
- Good interpersonal skills and the ability to interact effectively with diverse groups
- Proactive, results-oriented and service-oriented

**Required Languages:** Arabic and English Fluency

**Travel:** Must be willing to travel to CRS operations across Gaza Strip governates up to 25%.

**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 **Tuesday, March 17<sup>th</sup>, 2026**, is strongly advised.