



Catholic Relief Services-JWBG Job Vacancy

Job Title: Field Officer - Multiple Positions (Distribution/Shelter/PSS/CVA)

Department: Programs

Reports To: Distribution Project Officer/Shelter Project Officer/PSS Project Officer/CVA Project Officer

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 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 assist project 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

General FO Responsibilities

- Support the coordination and monitoring of project activities at the field level, ensuring implementation schedules are met as per the detailed activity plan, and that adherence to systems for quality project implementation is strengthened.
- Coordinate communication and facilitate information sharing among the project team, implementing partners, and project beneficiaries at the community level to assist local partners in strengthening the community interest, involvement and support networks.
- Liaise with various community stakeholders and mobilize them to ensure full involvement of community leaders, community representatives, and local government representatives in the overall implementation and improvement of project activities.
- In coordination with the project team, support capacity building events for community representatives.
- Coordinate, monitor, and report on partner activities.
- Compile data provided at the community level as per project requirements and contribute to the preparation of reports.

Distribution Field Officer Responsibilities (Gaza City Based / Southern Gaza Based)

- Support the project team to identify opportunities and challenges related to Emergency work; in coordination with the project team support capacity-building activities for local implementing partners, in accordance with CRS Partnership Principles.
- Support Site Managers and data entry clerks in the registration and input participant details and assistance received in the designated data management system.
- Ensure data accuracy and completeness while maintaining confidentiality.
- Reconcile daily records with stock/inventory at the end of each shift.
- Assist with help desk operations and respond to participant inquiries.
- Ensure signatures are collected from participants by data entry staff as proof of aid reception.
- Contact participants to verify or collect additional data when necessary.
- Support in data collection and entry for assessments and surveys.
- Perform other administrative or data-related tasks as assigned.

Shelter Field Officer Responsibilities (Gaza City Based)

- Work closely with partner staff in identifying and assessing sites for potential targeting of activities
- Work closely with partner staff to collect data at the site and HH-level for use in Shelter activities
- Work with the Shelter team focal point on database management

Psycho-Social Support (PSS) Field Officer Responsibilities (Gaza City Based / Middle Area or Southern Gaza Based)

- Assist in piloting, reviewing and providing feedback on adapted and contextualized PSS tools and materials to ensure field activities are culturally appropriate and responsive to children's and caregivers' needs.
- Work closely with the CRS MEL and accountability teams to support data collection, feedback loops and the operation of child-friendly FCRM mechanisms at collective shelters and standalone PSS centers.
- Contribute to documenting lessons learned, promising practices to inform continuous improvement of PSS programming.
- Monitor the implementation of partner-led PSS sessions to ensure adherence to curricula and safe, inclusive facilitation practices, providing observations and recommendations for improvement.

Cash (CVA) Field Officer Responsibilities (Gaza City Based / Middle Area or Southern Gaza Based)

- Support programming activities at the field level, including beneficiary identification and verification; cash, voucher, and in-kind distributions; and post-distribution interviews contributing to ensuring quality implementation.
- Contribute to market monitoring activities according to set survey and methodologies
- Manage and update beneficiary data within the program database to ensure accuracy and timeliness.
- Design and implement digital tools and surveys to support program monitoring and reporting.
- Prepare and submit periodic reports to the direct supervisor on program progress and challenges.

Basic Qualifications

- Bachelor's degree is required.
- 3-5 years of work or volunteer experience in community development and mobilization.
- Additional education may substitute for some experience.
- Prior experience supporting project implementation under supervision or within a team structure.
- Strong computer skills, including proficiency in MS Office (Word, Excel, Outlook).

Preferred Qualifications

- Master's degree is a plus
- Experience monitoring projects and collecting relevant data preferred.
- Experience in the field of priority Program Area and for an NGO would be a plus.

Knowledge, Skills and Abilities

- Proficient in using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

Required Languages: Arabic fluency is required; Conversational English and basic written English required.

Travel: Must be willing and able to travel throughout Gaza when feasible.

Supervisory Responsibilities: None

****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 **Monday, November 24th, 2025**, is strongly advised.