

Catholic Relief Services-JWBG Job Vacancy

Job Title: Admirative Manager

Department: Operations

Reports To: Head of Office – Gaza

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 the provision of responsive, effective, and efficient support services, administrative functions and coordinate the Administration and Fleet functions - in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. You will promote and ensure stewardship of resources, and a high-quality service approach are integrated into administrative systems, policies, and procedures.

Roles and Key Responsibilities

- Coordinate the Administration including offices, guest houses, utilities, passengers, drivers, post, maintenance, assets, travel, events, accommodations and Fleet functions in addition to ensure support services are delivered with high-quality in an efficient manner. Help address challenges that affect the proper stewardship and optimal utilization of program assets and resources.
- Ensure administrative systems, processes, and policies and procedures are in line with agency, donors and local law regulations and standards. Recommend changes in office practices and coordinate revision of systems, policies, and procedures to contribute to operational excellence.
- Oversee the efficient use, management and maintain running well and optimized of CP assets and rented facilities. Ensure fully compliant procurement for office supplies and asset management systems. This includes and not limited to organizing inventory monitoring, control, and reporting.
- Effectively manage administrative talent and supervise. Set SMART Objectives and manage team dynamics and staff well-being. Provide coaching, tailor individual development plans, and complete performance management for direct reports. Monitor and assess performance to ensure capacity for successful support of high-quality programming.
- Serve as the key liaison and maintain relationships with relevant external stakeholders (landlords, service providers, official authorities and other parties) on assigned administrative matters and ensure required authorizations and documents are up to date.
- Help ensure staff have access to relevant information, training, safety & security materials and equipment to ensure a safe and sound work environment.
- Manage the provision of travel, Transportation, safety, security support services and accommodations to staff and visitors. Manage event planning activities, including delegation visits, trainings and workshops.

Basic Qualifications

- Bachelor's degree in business administration or other relevant field.
- Minimum of 5 years work experience in administrative support functions, with increasing responsibility. Office management experience and experience with an INGO a plus.

Preferred Qualifications

- Master's Degree would be a plus.
- Procurement experience would be a plus.
- Staff management experience and abilities that are conducive to a learning environment a plus.
- Proficient in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems.

Knowledge, Skills and Abilities

- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.
- Experience engaging with partner organizations.
- Experience contributing to the development of technical proposals.
- Strong critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with culturally diverse groups.
- Strong written and verbal communication skills with ability to write reports
- Proactive, results-oriented, and service-oriented

Required Languages: Arabic and English Fluency

Travel: Regular travel in Gaza Strip (including Gaza City, North Gaza, and South Gaza) will be necessary up to 50%.

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://crsjwb.org/Public/Jobs> and will be reviewed on a rolling basis. This posting will remain open until it is filled, however, submission by **Friday, July 31st, 2026**, is strongly advised.