



Catholic Relief Services-JWBG Job Vacancy

Job Title: Shelter Project Officer
Department: Programs
Reports To: Shelter Project Manager
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

- Support the coordination and implementation of all assigned project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Monitor and report on any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- Support accountability through coordinating project evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule.
- Collect information on staff capacity needs and technical assistance needs of partner organizations and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Plan and oversee the distribution of emergency shelter materials (tarpaulins, kits, tools) to affected households in coordination with logistics, warehouse, and distribution teams.
- Ensure accurate beneficiary targeting and documentation during distributions.
- Coordinate with partners on household-level assessments to verify eligibility, assess damage, and determine appropriate shelter solutions
- Provide technical guidance and troubleshooting support to Shelter Field Officer and partner staff during shelter activities.
- Track shelter indicators and maintain accurate records of distributions, assessments, and other Shelter activities.

Basic Qualifications

- Bachelor's degree required.
- Minimum of 2 years of work experience in project support.
- Experience in participatory action planning and community engagement.

Preferred Qualifications

- Master's degree in a related area 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 detail, 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: Candidates based in **Gaza and North** are preferred. Must be willing and able to travel across Gaza Strip up to 20% when feasible.

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 **Saturday, March 21st, 2026**, is strongly advised.