



## Catholic Relief Services-JWBG Job Vacancy

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**Job Title:** Logistics Manager

**Department:** Operations

**Reports To:** Supply Chain 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](http://www.crs.org).

### Job Summary

You will manage all activities related to the quantification, shipment, receipt, storage/warehousing, dispatch, and distribution of goods to advance the delivery of high-quality programming to the poor and vulnerable. Your knowledge and experience will allow you to anticipate and manage commodity and logistics needs and challenges, and identify solutions, as you apply the principles of stewardship, integrity, transparency, and accountability.

### Roles and Key Responsibilities

- Collaborate with direct reports and programming leads to run pipeline analyses, synchronize the supply of goods with programming needs, and ensure quality and efficiency of processes in compliance with CRS and donor regulations and international and local inventory accountability standards and requirements
- Manage the determination of logistics service requirements, desired specifications and delivery schedules, ensuring proper coordination and communication. Anticipate and identify potential or actual problems in the supply chain which may affect the short-term or long-term availability of individual goods and act to address those problems.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailored individual development plans, and complete performance management for direct reports. Monitor and assess performance to ensure adequate capacity for successful support of high-quality programming.
- Identify and assess transportation resources, storage facilities, leasing options, and any other logistics services. Maintain and oversee relationships with Logistics Cluster, IOM, UN 2027, and key suppliers. Participate in coordination meetings to ensure planning and coordination of supply chain management activities.

- Together with the warehouse Manager, plan and manage the distribution chain from port of arrival to beneficiary distribution sites or disposal. Proactively mitigate security risks. Oversee and ensure the proper execution of the dispatch plan; work with programs and warehouse staff to verify the dispatch plan's adherence to the distribution plan. Work with the Logistics Officer and Warehouse Manager for efficient product movement.
- Ensure high-quality preparation of accurate and complete product movement reports.
- Create and maintain the proper conditions for learning. Establish a safe environment for the sharing of ideas, solutions, and difficulties and the capacity to detect, analyze, and respond quickly to small deficiencies. Provide capacity strengthening guidance to staff and partners, which includes cross-departmental learning.

### **Basic Qualifications**

- Bachelor's Degree in Supply Chain or other relevant degree required.
- Minimum of 2-3 years work experience in supply chain/logistics management, with progressive responsibility

### **Preferred Qualifications**

- Master's Degree in Supply Chain, other relevant Master's strongly, or equivalent experience strongly preferred.
- Preferably with experience in relief supply chain management.
- Professional certification(s) in Supply Chain is a plus.
- Experience with commodity tracking systems is a plus.

### ***Knowledge, Skills and Abilities***

- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio).
- Knowledge and experience with transportation, inventory management, and distribution.
- Staff management experience and abilities that are conducive to a learning environment, including experience with designing and facilitating training.
- Knowledge of national and international import/export legislation and common customs regulations.
- Strong planning, coordination, prioritization, and time management skills
- Strong analytical skills with ability to make independent judgment and decisions
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions-oriented and results-oriented
- Ability to work collaboratively and promote a team environment

***Required Languages:*** Fluency in both Arabic and English is required.

***Travel:*** 80% to the CRS warehouses

***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 31<sup>st</sup>, 2026**, is strongly advised.