



Job Vacancy at Caritas Jerusalem: Project Officer

Caritas Jerusalem (CJ) is a humanitarian and development organization that represents the socio-pastoral services of the Catholic Church in the Holy Land. It was founded in 1967 in the aftermath of the Six-Day War. Caritas Jerusalem is a member of Caritas Internationalis, a confederation of 162 Caritas organizations operating in more than 200 countries.

Caritas Jerusalem is committed to ensuring that all individuals we encounter through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by Caritas Internationalis Management Standards (CIMS). We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and always adhere to Caritas Jerusalem Code of Conduct Policies and values. Team members are required to sign the Code of Conduct upon hire and be trained on the Safeguarding Policy. For further information about Caritas Jerusalem, please visit www.caritasjr.org

Contract Period: 12 months with the possibility of extension(s)

Location: Caritas Beit Jala Office

Status: Full-time

Reports to: Senior Projects Coordinator

Deadline for Applications: 30 September 2024

Position Purpose:

As Project officer, ensure seamless project implementation for Caritas Jerusalem, aligning activities with policies and donor standards. The purpose of this position is to ensure efficient field implementation, documentation, monitoring, evaluation, and partner coordination. Drive entrepreneurship, financial compliance, and reporting for MSMEs while spearheading awareness campaigns and cultural events for community development in Bethlehem Governorate. Your role is pivotal in achieving Caritas Jerusalem's mission through effective project management.

Duties and Responsibilities:

- Implement, monitor, and lead the project's activities per Caritas Jerusalem policies and procedures.
- Contribute to the development of annual and monthly plans together with the senior project coordinator and the head of the community development department.
- Ensure that the project's activities are taking place on time and following the budget and work plan in line with Caritas Jerusalem's quality principles and standards, donor requirements, and good practices.
- Facilitate field visits e.g. initiatives, awareness-raising sessions, training, etc. in coordination with local partners and targeted communities.
- Ability to develop documents such as raising awareness materials, official communications letters, terms of references, project proposals, questionnaires, RFPs, tenders, budgets, cash flows, MEAL plans, etc.

- Ability to develop, guide, coach, and work with micro, small, and medium-sized entrepreneurship businesses (MSMEs).
- Ensure technical assistance and continuous advice to the selected SMEs for their strengthening and sustainability.
- Ability to promote the creation of employment opportunities to increase businesses in Bethlehem governorate.
- Ability to coordinate and conduct meetings with local and national actors, partners, and stakeholders.
- Ability to design, plan, and implement social awareness campaigns at local and national levels.
- Conducting participatory workshops to strengthen and promote spaces to identify market needs.
- To lead the steering committee and management committee of the project.
- Organizing cultural events and festivals in coordination with local councils, partners, and stakeholders.
- Ensure proper financial processes in all procurements related to the program are adhering to Caritas Jerusalem's financial policies and procedures.
- Ensure proper tracking of resource use and budget for the program's activities.
- Conduct regular monitoring visits to the field and ensure all forms of monitoring are documented in coordination with the MEAL officer.
- Ensure compliance with the Monitoring, Evaluation, and Learning framework, risk management matrix, and donor guidelines.
- Ensure that narrative reports are submitted on time to the Senior project's coordinator.

Job Requirements:

- Bachelor's degree in entrepreneurship, business management, economics, development studies, or any related field.
- Minimum of 5 years of work experience in project cycle management, ideally in the fields of entrepreneurship, business management, and sustainable development, particularly with youth and women; crosscutting with advocacy and gender equality.

Knowledge, skills, and abilities required:

- Experience in Monitoring and Evaluation of programs/ activities
- Experience working with partners, conducting participatory action planning, leading community engagement, and engaging other stakeholders strongly desired.
- Excellent English and Arabic.
- Excellent writing and communication skills in both English and Arabic languages.
- Willingness to work in different Caritas Jerusalem premises.
- Self-motivation and multitasking are a must.
- Ability to work in complex environments with challenges.
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities.
- Observation, active listening, and analysis skills with the ability for sound judgment.
- Valid driving license.
- Excellent interpersonal, communication, and presentation skills.
- Strong leadership and facilitation skills.

How to Apply:

Interested candidates with relevant education and experience can submit their cover letters and CVs through our website. <https://caritasjr.org/>. Applications received after the closing date will not be eligible. Only short-listed candidates will be invited for interviews and a technical assignment.