This is an exciting opportunity to join Caritas Internationalis’ Humanitarian Team to support Member Organisations, to reduce the impact of humanitarian crises by enhancing disaster preparedness and response, in cooperation with the Regional Secretariats. If you have experience in delivering effective and high quality humanitarian assistance, and are energetic and committed to working in a team and in partnership, please get in touch. We’d love to hear from you.

Mission

The **Humanitarian Officer** helps deliver of effective and high quality humanitarian assistance by member organisations responding to new and ongoing humanitarian crises. As part of the Humanitarian Team, the **Humanitarian Officer** accompanies national directors and their humanitarian and programme staff, helping them provide safe and dignified, rapid, high-quality coordinated responses to humanitarian crises, and promote actions to enable their communities become better prepared for, and more resilient to, natural and man-made shocks.

This role will work closely with the Humanitarian Director, Head of Humanitarian Unit, other Humanitarian Officers, as well as other Unit/Department in the General Secretariat, including Advocacy, Communications and Confederation Development to ensure integrated support for members responding to crises.

*Caritas Internationalis* (CI) is a Catholic non-profit organisation, a Confederation of 162 Members in seven different Regions spread all over the world. The mission entrusted to *Caritas Internationalis* and its network of National Member Organisations is to work for the dignity of the human person, in particular the poor and the neediest, to contribute to the promotion of integral human development, to coordinate the humanitarian responses of its members in order to save lives and rebuild the affected communities, thus helping to spread charity and justice in the world in the light of the Gospel and of the teaching of the Catholic Church.

<table>
<thead>
<tr>
<th><strong>Type of contract</strong></th>
<th>Fixed-term contract - 1 year (full time)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work place</strong></td>
<td><em>Caritas Internationalis</em>, General Secretariat – Vatican City</td>
</tr>
<tr>
<td><strong>Package</strong></td>
<td>Competitive, tax free if you are or become resident in Italy</td>
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</tbody>
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*Member of:* Dicastery for Promoting Integral Human Development (Holy See)  
*Consultative status:* ECOSOC (General St.) – FAO – WFP – UNESCO – UNICEF – ILO (special list) – Council of Europe  

*Job opening: Humanitarian Officer*
Job Description

Job position: **Humanitarian Officer**

Job title: **Officer – Level 8 (full time)**

Department: **Humanitarian Department**

Unit: **Humanitarian Unit**

Line Manager: **Head of Humanitarian Unit**

Work Place: **Caritas Internationalis General Secretariat – Vatican City State**

Main responsibilities

Under the coordination of the **Head of Humanitarian Unit** and in close collaboration with the Humanitarian Team Members the **Humanitarian Officer**:

1. supports member organisations’ responses to major humanitarian crises, in coordination with Regional Secretariats, in line with international and Caritas Internationalis’ standards and protocols by ensuring technical expertise, coordination, and resource mobilisation according to the CI Humanitarian Strategy/Emergency Response Framework;
2. provides oversight and support to programme management & associated proposals, reports, audits and evaluations, particularly through Caritas Internationalis’ Emergency Appeal system;
3. animates and accompanies member organisations, by working with Regional Secretariats and other member organisations, to promote safe and dignified programming, disaster risk reduction and community resilience;
4. effectively collects, communicates and shares information regarding Caritas Internationalis’ global humanitarian response and related actions;
5. helps promote and maintain a culture of safeguarding across the Caritas Internationalis Confederation.

Profile

- Advanced Degree in social/political sciences, international relations, technical or professional disciplines; additional relevant experience may substitute some education.
- At least 3 years’ professional experience in international humanitarian response;
- Availability to travel regularly to support and monitor member organisations, even in unstable contexts, where specific care for safety and security is required;
- Capacity and willingness to work under pressure;
- Ability to communicate effectively (oral and written) in at least two of the Confederation languages (English, French, Spanish) and build relationships in a multicultural context;
- Knowledge of Caritas, the Catholic Church and Catholic Social Teaching;

*Member of: Dicastery for Promoting Integral Human Development (Holy See)*

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• A demonstrable empathy and interest in the work of Caritas and embracing the faith and values of the Catholic Church.

Vatican City, 4th August 2023

Please send the CV, the cover letter (English language) and the Job Application by 15th September 2023 to hr@caritas.va.

Please, note that the interviews for this position will be held on 27 September 2023. Details will be communicated to shortlisted candidates later.

Come and join us and help make a real difference in the lives of the world’s poorest communities.

Caritas Internationalis is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outline the expected behaviour and the responsibility of all staff. We follow safe recruitment practices according to our Safeguarding Policies.

Any candidate offered a job at Caritas Internationalis is expected to sign a Code of Ethic and a Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.
PLEASE COMPLETE THE FORM BELOW TO APPLY FOR A POSITION WITH US

FULL NAME

First Name    Middle Name    Last name

CURRENT ADDRESS

Street Address

City    State

E-MAIL ADDRESS

PHONE

APPLY FOR POSITION

HUMANITARIAN OFFICER

DATE

SIGNATURE