



مؤسسة الأغا خان
AGA KHAN FOUNDATION

JOB OPPORTUNITY

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

The Aga Khan Foundation in Syria seeks to employ a full-time **Area Program Officer, ECD and EDU** for its office in Aleppo.

JOB SUMMARY:

The Area Education and Early Childhood Development Program Officer is responsible for the day-to-day planning, implementation, monitoring, and quality assurance of the education and the Early Childhood Development (ECD) portfolios within the designated Area Office. This role ensures that field-level interventions are delivered effectively, are context-appropriate, and adhere to high technical standards. He/she will operate as the critical link between the national level strategy and field-level execution, ensuring alignment with the program goals and approaches and fostering cohesive teamwork within the area of operation. The incumbent will report directly to the Area Manager and work under the functional guidance of the Education and ECD Technical Leads to ensure alignment with programmatic content, quality standards.

ROLES AND RESPONSIBILITIES:

➤ Program Implementation and Quality Assurance

- Support the contextualization and execution of the detailed implementation plans for education and ECD activities within the area, ensuring alignment with the technical design.
- Apply, adapt and monitor the use of all technical tools, training packages, and curricula (for both education and ECD) provided by the technical lead, ensuring they meet the specific needs of the local context.
- Ensure strict adherence to international and organizational technical standards (e.g., INEE, ECD frameworks) and quality benchmarks across all activities, such as schools, learning hubs and ECD centers.
- Identify implementation challenges, and escalating them, propose solutions in coordination with technical and operational lines.

➤ Team Supervision and Capacity Building

- Directly supervise and support a team of Education and ECD Officers based in the area office, including conducting regular follow ups and performance reviews.
- Provide indirect technical support and guidance to the partner associations, trainers and facilitators in coordination with the Technical Leads.

➤ Monitoring, Evaluation, Research and Learning:

- Ensure systematic field data collection using MERL tools, conduct basic analysis of trends, and use for timely programmatic adjustments.
- Prepare and submit area-specific activity reports, progress updates, and incident reports to both the Area Manager and the Technical Leads.

- Proactively ensure the implementation of Child Protection and Safeguarding and Code of Conduct policies at the field level. This includes facilitating safe reporting channels for communities and ensuring prompt action on concerns in line with organizational policy.
- Support field-level assessments, needs identification and program evaluations in coordination with the technical and MERL teams.

➤ **Coordination, Representation and Logistics**

- Serve as the organization's primary focal point for education and ECD with local communities, authorities, and partner organizations in the area.
- Represent the organization in relevant local-level coordination meetings (e.g., sub-cluster meetings) as delegated.
- Oversee the logistical and administrative coordination with the Area Office support teams (finance, operations, logistics) to ensure timely procurement and delivery of program supplies, resources and payments, assisting in basic activity-level budget monitoring.

QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a Bachelor's Degree in Education, Early Childhood Development, Social Sciences, or a related field.
- Four years of progressive experience in implementing and managing education/ECD programs in humanitarian or development contexts, with at least 2 years in a field-based or area office setting.
- Proven experience in directly supervising field teams and managing community-led activities
- Demonstrated ability to navigate a dual-reporting structure, balancing technical guidance with operational priorities.
- Excellent skills in local-level coordination and representation.
- Practical experience in field monitoring, data collection and reporting
- Willingness and ability to travel extensively within the area of operation.
- Fluency in English and Arabic (written and spoken) is essential.
- Context-specific knowledge and existing networks within the assigned geographical area is a strong advantage.
- Formal training or certification in Inter- Agency Network for Education in Emergencies (INEE) minimum standards, Safeguarding or MERL is desirable
- Experience with budget tracking and basic financial management related to project activities.

Safeguarding Commitments:

AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of do no harm of the beneficiaries and whom dealing with. In line with this commitment; the incumbent to this position must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this [Link](#)

Deadline for applications submission is Wednesday, April 22nd 2026.

Only shortlisted candidates will be contacted

