



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 **Vocational Training Officer - Tamkeen** for its office in Aleppo.

JOB SUMMARY:

The Vocational Training Officer will be responsible for planning and implementing demand- and market-relevant vocational and skills training activities in line with the project annual plan. The incumbent will report directly to the Area Manager, with a technical reporting line to the Project Coordinator.

ROLES AND RESPONSIBILITIES:

- Participate in conducting the vocational training market survey, selection of trainees, and implementation of vocational training activities
- Ensure the announcement for trainers and assist committees in the selection of qualified trainers
- Assist in preparing the list of required tools and items for training centers
- Supervise the trainer's performance and provide them with technical and logistical support
- Coordinate with the Finance Officer to ensure that the training course's requirements are accomplished by receiving advances, checking and verifying daily invoices/bills and reconciling them in accordance with the AKF policies .
- Follow up with the Procurement Department to ensure the implementation of purchase orders according to the determined dates.
- Coordinate with the logistic staff and the trainers to prepare quotation requests for the tool kits, and ensure that all required papers are completed, and follow up the request with the Procurement Department.
- Assist in the trainees' selection process by participating in personal interviews and placement tests
- Daily follow-up of training courses by establishing specific timetables for the start and end of each course in coordination with the trainers and the administrative employee.
- Ensure the quality of the training process by checking the curricula and following up the training plan.
- Monitoring and evaluating students' outcomes and trainers' performance by doing classroom observation, focus group discussion, and questionnaires.
- Prepare the monthly and quarterly reports and submit them to Employable Skills for Youth Coordinator.
- Foster a diverse and inclusive work environment that welcomes individuals of all genders
- Adhere to safeguarding policies and Code of Conduct in all interactions, implement safeguarding prevention measures to prevent and report safeguarding concerns, and contribute to a safe and respectful environment for all individuals AKF works with.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree in Management, Administration, Business or a related field.
- Three years of professional experience in relevant employment and start-up support programs.
- Strong interpersonal, communication skills and time management skills.
- Familiar with planning, budgeting and report writing.
- Accounting and organizational skills.
- Teamwork, accountability, and reliability.
- Excellent command of English and computer skills.

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](#).

Please note that applications submitted through any other platforms will be excluded directly.

Deadline for application submission is Sunday, August 2nd 2026.

Only shortlisted candidates will be contacted

