



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 **Project Assistant/ Learners Service-Continuing Education Center** for its office in Tartous.

JOB SUMMARY:

The Project Assistant/ Learners Service is responsible for assisting learners in the Continuing Education Center, monitoring attendance and academic performance, facilitating graduates' further development, and managing the CEC Database daily. The incumbent will report directly to the Program Officer.

ROLES AND RESPONSIBILITIES:

- Provide information about CEC programs and courses to prospective learners.
- Assist applicants in selecting programs and courses that meet their personal and professional needs.
- Guide applicants in completing program and course applications.
- Respond to inquiries from learners and visitors via phone and in person.
- Support instructors and the CEC team in consulting learners on documentation for discounts/benefits.
- Organize initial group meetings and inform learners of their rights, obligations, and expectations.
- Actively promote CEC programs and organize advertising campaigns, including on social media.
- Prepare, collect, and process contracts for CEC learners.
- Assist the Cashier by preparing information on the initial group (Intake template, contracts) and tracking payments from learners.
- Conduct assessments for CEC learners upon course completion.
- Monitor and input data into the database.
- Prepare preliminary documents for course completion for CEC learners.
- Facilitate communication with learners, and gather and monitor information on graduate progress.
- Assist the Project Officer in preparing and administering mid-final exams and placement tests.
- Process and systematize data while preparing statistical reports, including:
 - Learner database management (applications, questionnaires, student registrations).
 - Monitoring learner progress (examination results).
 - Tracking attendance and class regularity (verifying individual plans).
- Develop and adjust class schedules.
- Continuously update the catalog of programs and courses at the CEC educational information stand.

QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a Bachelor's Degree in Economics, Business Administration, IT, or other related fields.
- Two years of experience in the administrative field, customer service and database management.
- Strong verbal and written communication skills.
- Good organizational and time management skills.
- Good command of English (written and spoken)
- Familiarity with Microsoft applications.
- Advanced skills in Excel and Access are essential.

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

