



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 Manager/ Naseej** for its office in Salamieh, Aleppo or Tartous. **The base station is subject to negotiation.**

Naseej is an 18-month EU- funded recovery and local stabilisation project implemented by a consortium led by the Aga Khan Foundation UK (AKF UK), with the Aga Khan Foundation Syria (AKF Syria) as the lead implementing partner in Syria, alongside the Aga Khan Health Services Syria (AKHS) and Aga Khan Cultural Services Syria (AKCS). Implemented across the governorates of Aleppo, Hama, Homs, Tartous, and Latakia, the project aims to strengthen inclusive community governance, improve access to essential services (education, health, water, and psychosocial support), and enhance livelihoods and economic resilience for vulnerable returnees, IDPs, and host communities. Through an integrated, community-led approach, the project contributes to inclusive recovery and local stabilisation by strengthening resilience and coexistence, addressing shared recovery priorities, and promoting the sustainable return and reintegration of displaced populations.

JOB SUMMARY:

The Project Manager will provide overall strategic leadership to achieve project objectives and manage implementation with project partners, develop and maintain strong relationships within the consortium, coordinating with project partners to ensure high-quality, evidence-based program implementation. In coordination with the Partnerships team and other members of AKF's Senior Management Team, develop and maintain relationships with key donor focal points, relevant line ministries and directorates, and AKF (UK). He/ she shall represent the consortium in relevant meetings, forums and working groups at the sub-national, national and international level, maintain oversight of all relevant monitoring, evaluation and research efforts, including high-quality donor reporting and effective knowledge management, results-based management, and dissemination and maintain overall financial and budget oversight. The incumbent will report directly to the Program Director.

ROLES AND RESPONSIBILITIES:

➤ **Leadership:**

Provide strategic and operational leadership for the overall project and executive support to the Project Steering Committee; coordinate planning, project reviews, evaluation activities and project implementation activities with team members, project partners, and other stakeholders.

➤ **Consortium Management:**

Develop and lead a well-functioning consortium, built around collaborative leadership and decision making. Manage partner performance through clear expectations, regular review meetings, evidence-based feedback, agreed action plans and proportionate escalation where performance or compliance remains below standard.

- **Project Management:**
Lead project start-up/close-out; identify and lead modifications (realignments, NCEs) in coordination with relevant internal teams and partners. Lead in project planning and coordination for AKF-led activities to ensure timely and quality implementation of all activities in line with the program work-plan.
- **Coordination and Facilitation:**
Maintain regular contact with AKF UK as the grant holder to ensure their understanding of key project issues. Organize periodic meetings to discuss project progress; record and follow up on the execution of agreed action points. Support timely negotiations with the donor on any changes to project activities, reporting or submissions.
- **Financial Management:**
Provide overall stewardship of the consortium budget, including coordination of forecasting, expenditure monitoring, burn-rate analysis, cost allocation, partner spending and timely action on financial variances. Promote audit readiness by ensuring complete, reliable and accessible program and partner documentation and timely closure of audit, monitoring and compliance findings.
- **Risk Management:**
Manage consortium-wide risks, challenges, and stakeholder relationships, resolving complex operational issues, driving corrective actions, and ensuring timely communication, compliance, and implementation of agreed decisions.
- **Quality Oversight:**
Periodic review of monitoring tools and systems, development of strategies to improve data and reporting quality, verification of data, preparation for the quarterly program and financial monitoring visits. Routine partner monitoring visits in collaboration with the MERL team, Program Managers, the Safeguarding team and Partnerships, among other project staff, to ensure that activities are implemented as planned.
- **Knowledge Management:**
Manage the extensive monitoring, research and evaluation component of the project. Oversee electronic records and regularly review data coherency and quality.
- **Strategic Communications:**
Oversee the development of studies and communications materials for external audiences, articulating achievements, impacts, and lessons learned.
- **Reporting:**
Ensure timely, accurate and coherent internal and donor reporting and that narrative, indicator and financial information is reconciled across partners before submission.
- **Safeguarding:**
To carry out the responsibilities of the role in a way which reflects AKF's commitment to gender-sensitive and inclusive programming that meets the needs of marginalized groups. Embed and monitor compliance with AKF's safeguarding policy in all activities.



QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Master's degree in development studies, Social Work, Social Sciences, or other appropriate fields.
- Minimum of 5 years' experience in managing large projects in INGOs.
- Demonstrated experience implementing complex projects in challenging environments; Experience managing EU funding is desirable.
- Qualifications/certifications in Project Planning and Management and M&E is desirable.
- Excellent leadership, interpersonal and negotiation skills.
- Broad knowledge and experience in budget management.
- Ability to multitask, prioritize and work autonomously and with limited supervision..
- Ability to respond effectively to deadlines and high-pressure situations.
- Strong financial management, budgeting, and communication 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](#)

The deadline for application submission is Wednesday, November 11th 2026.

Only shortlisted candidates will be contacted

