



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 full-time **Project Assistants/ Employable Skills** for its offices in Salamieh and Tartous.

JOB SUMMARY:

The Project Assistant will support the project by helping develop work plans and implement activities. He/ she shall collaborate with trainees, stakeholders, and business owners to ensure effective implementation, including tracking trainee progress, preparing reports, and facilitating communication among all parties. The incumbent will report directly to the Program Officer.

ROLES AND RESPONSIBILITIES:

- Assist in the implementation of the skills development activities, ensuring that it aligns with the objectives and timeline.
- Assist in facilitating project induction and orientation for trainees, providing guidance and support throughout the courses and training cohorts and monitoring trainees' progress, and addressing any challenges that may arise.
- Assist in preparing comprehensive reports on project activities, achievements, and challenges, highlighting areas for improvement and making recommendations for future training cohorts.
- Assist in monitoring the project budget, ensuring compliance with AKF policies and providing accurate and timely budget reports.
- Assist in conducting evaluations and collecting feedback from trainees, partners, and business owners to assess the effectiveness of the training and implement necessary improvements based on feedback received.
- Assist targeted youth with access to a wide range of available job opportunities, advertisements and vacancies.
- Contribute to maintaining accurate project documentation, including meeting minutes, correspondence, progress reports, and training materials, ensuring all information is properly organized and easily accessible.
- Support the implementation of project MERL activities, including planning and execution of baseline/end-line assessments, surveys, evaluations and other data & information collection in the target areas.
- Under the supervision of the Program Officer and in close coordination with the operation team in the area, provide logistic support and assistance in the identification of specifications, development of the purchase orders
- Work closely with other team members, trainers, and external vendors to coordinate training logistics, materials, and resources.
- Stay updated with the latest trends and developments in skills development methodologies and tools to enhance the effectiveness of the training programs.

QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a Bachelor's degree in Business Administration, Computer Science, Information Technology, Project Management, or a related field.
- Two years of working experience in a similar role, preferably in youth, digital, or IT-related projects.
- Good communication, teamwork and interpersonal skills.
- Strong organizational and time management skills.
- Attention to detail and ability to maintain accurate records and documentation.
- Familiarity with code, IT, and programming training, tools, and industry best practices.
- Good problem-solving skills and ability to manage challenges that arise during the project.
- Good in using project management software and tools for efficient project coordination
- Strong command of English skills (written and spoken).

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 Sunday March 15th 2026.

Only shortlisted candidates will be contacted

