



مؤسسة الآغا 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 **Incubation Analyst** for its office in Salamieh

JOB SUMMARY:

The Incubation Analyst will be responsible for implementing AP project activities, collaborating closely with the Technical Assistance Lead and providing regular progress updates.

This role supports new (incubation) and existing (acceleration) businesses to launch or pivot towards growth and profitability. The incumbent will report directly to the TA Lead.

ROLES AND RESPONSIBILITIES:

- Contribute to the delivery of the work plan and the project activities in line with the project requirements and in accordance with the approved timeframes.
- Maintain close coordination with the on-ground implementing partners to ensure that the implementation is compliant with the agreed plan and timelines and is being done with respect to the Syrian context.
- Ensure the project activities are implemented with quality, effectiveness, and efficiency.
- As part of the Project team, support the process of identification and contracting with reliable and capable local implementing partners.
- Conduct regular field visits to provide necessary administrative oversight and technical support to the project team and domestic implementing partners in planning, but most importantly in the implementation of project activities, ensuring timely and quality fulfilment of their obligations, roles, and responsibilities.
- Develop high-quality and result-based project narrative progress reports in compliance with the existing templates and reporting timelines.
- In partnership with the AP Monitoring and Evaluation team, identify and develop a project-related research agenda and activities, supporting the project research, assessments, and case studies that are undertaken in adherence to the project work plan and supporting the implementation of the AP data management plan;
- Establish and maintain effective communication channels with the Virtual Accelerate (VA) platform developers to stay on top of all the updates.
- In coordination with the TA Lead, create tailored Incubation and Acceleration AP programs on the VA.
- Assist in the design and development of the screening and selection tools (e.g. initial screening application)
- Keep track of new applications and provide periodic reports to the AP staff on the applications' status.
- Follow up with the AP global leads to ensure they are well-informed of the local program's progress

- Support with operational and administrative work of the program deliveries.
- Others tasked from the Technical Assistance Lead for successful delivery of the programs.

QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a Bachelor's Degree in Economics, Business Administration or another related field.
- Three years of experience in supporting program operations and program management, preferably in the private sector.
- Experience in working with implementing partners and supervising the achievement of targets/activities in multiple areas.
- Some experience in designing and delivering entrepreneurial events and workshops.
- Good knowledge of business incubation and acceleration concepts and practices.
- Good analytical, research and result-based report-writing skills.
- Excellent command of the spoken and written English language.

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 September 2nd 2026.

Only shortlisted candidates will be contacted

