



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 **Operations Officer - Procurement / Aga Khan Schools** for its office in Salamieh.

The Aga Khan Schools (AKS), an agency of the Aga Khan Development Network (AKDN), is a global education system of schools, hostels and non-formal education programmes, serving more than 120,000 learners annually across 12 countries in East Africa, the Middle East, and South and Central Asia. Supported by over 7,000 teachers and staff, alongside dedicated volunteers, AKS is committed to improving quality of life through education by expanding access to high-quality, values-based learning that prepares learners to contribute meaningfully to their communities and an increasingly interconnected world.

JOB SUMMARY:

The Operations Officer – Procurement will play a critical role in supporting the organization's educational programs and infrastructure investments by ensuring the timely, efficient, and transparent procurement of goods, services, and works.

The successful candidate will manage procurement processes from planning and sourcing through contract administration and supplier performance management. This position requires strong organizational skills, attention to detail, sound judgment, and a commitment to integrity and compliance.

ROLES AND RESPONSIBILITIES:

Procurement Planning

- Support the development and implementation of annual procurement plans.
- Work closely with program, education, construction, and operations teams to forecast procurement needs.
- Provide guidance on procurement methods, timelines, and market availability.
- Monitor procurement plans and proactively address potential delays.

Sourcing and Tender Management

- Prepare and manage Requests for Quotations (RFQs), Invitations to Bid (ITBs), and Requests for Proposals (RFPs).
- Conduct supplier sourcing, market assessments, and price benchmarking.
- Ensure competitive and transparent procurement processes.
- Coordinate bid receipt, opening, evaluation, and award procedures.
- Prepare procurement evaluation reports and recommendations.

Supplier and Vendor Management

- Develop and maintain an approved supplier database.
- Conduct supplier due diligence and verification.
- Monitor supplier performance, quality standards, and delivery timelines.
- Establish strong and professional supplier relationships.
- Management of the contractor / vendor prequalification process
- Sending out prequalification questionnaires

- Analyzing and ranking the returned questionnaires
- Following up on end user or other references
- Preparation of the prequalification reports based on questionnaires / prequalification interviews / end user or other references
- Support the development of framework agreements and preferred supplier arrangements.

School and Learning Infrastructure Procurement

- Support procurement for school construction, rehabilitation, and maintenance projects.
- Coordinate with technical teams on specifications and Bills of Quantities (BoQs).
- Assist with procurement of furniture, equipment, educational technology, and learning materials.
- Ensure timely procurement to support project implementation schedules.

Compliance, Controls, and Risk Management

- Ensure all procurement activities comply with organizational policies and procedures.
- Maintain complete, accurate, and audit-ready procurement files.
- Promote transparency, fairness, and accountability throughout procurement processes.
- Identify procurement risks and recommend mitigation measures.
- Support internal and external audits as required.

Reporting and Systems

- Maintain procurement trackers and procurement management systems.
- Provide regular reports on procurement performance and status.
- Track procurement cycle times and service delivery indicators.

Support continuous improvement of procurement processes and tools

QUALIFICATIONS AND REQUIREMENTS:

Required

- Bachelor's degree in Procurement, Business Administration, Commerce, Economics, or a related field.
- Minimum of 3 years of progressively responsible procurement experience.
- Demonstrated experience managing competitive procurement processes and supplier relationships.
- Strong knowledge of procurement principles, contract management, and inventory practices.
- Excellent analytical, negotiation, and organizational skills.
- Strong proficiency in Microsoft Office applications, particularly Excel.
- Professional proficiency in Arabic and English.

Preferred

- Experience in NGOs, international development organizations, UN agencies, or donor-funded programs.
- Experience procuring construction works, educational infrastructure, or large-scale operational supplies.
- Professional procurement certifications such as CIPS or equivalent.
- Supply chain management training/certificates
- Experience working in complex or post-conflict environments.

Competencies

We are looking for candidates who demonstrate:

- Integrity and ethical conduct
- Strong attention to detail
- Accountability and ownership
- Excellent planning and organizational skills
- Ability to work under pressure and meet deadlines
- Strong stakeholder management skills
- Effective communication and negotiation abilities
- Commitment to continuous improvement

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.

The organization is committed to safeguarding children and vulnerable adults and maintaining the highest standards of ethics and integrity.

All employees are expected to:

- Uphold our Child Safeguarding Policy.
- Adhere to anti-fraud, anti-corruption, and conflict of interest requirements.
- Promote a safe, respectful, and inclusive working environment.
- Comply with all organizational policies and codes of conduct.

What We Offer

- The opportunity to contribute to a transformative education mission.
- A professional and collaborative working environment.
- Ongoing learning and professional development opportunities.
- Competitive compensation and benefits package.
- Meaningful work that directly impacts the lives of children and communities across Syria.

How to Apply

Interested male and female applicants are required to apply exclusively via this [Link](#)
Please submit your CV in English only. Applications in other languages will not be considered.

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Deadline for application submission is Wednesday, September 23rd 2026.

Only shortlisted candidates will be contacted

