



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 full-time **Program Officers- Work and Enterprise** for its offices in Tartous.

JOB SUMMARY:

The Program Officer – Work and Enterprise is responsible for supporting the implementation and oversight of AKF’s skills development and enterprise development initiatives at the area level. This role contributes to the effective planning, coordination, and quality delivery of program activities in close collaboration with the Skills Development and Enterprise Development Leads. The Program Officer provides technical support to field teams, conducts regular monitoring and field visits, and supports the implementation of interventions. This position reports directly to the Area Manager and technically to the Program Manager – Work and Enterprise.

ROLES AND RESPONSIBILITIES:

➤ Programme Planning and Coordination:

- Contribute to the development, review, and updating of Area Office Annual Work Plans (AWPs) related to the Work & Enterprise (W&E) portfolio.
- Prepare detailed implementation plans jointly with the Skills Development Lead, Enterprise Development Lead, and W&E Programme Manager.
- Support the Area Office Manager and W&E team in annual budgeting, activity planning, and periodic programme reviews.
- Contribute to the design of new W&E initiatives, including drafting concept notes and proposals by providing evidence-based inputs, data and information.
- Coordinate with other AKF programmes teams (Agriculture and Food Security, Climate Reliance, Education and Early Childhood Development, Civil Society, Relief and Resilience) to ensure integrated and complementary programme design and implementation.

➤ Programme Implementation, Quality Assurance, and Oversight:

- Oversee and support implementation of Skills development and Enterprise Development initiatives in the Area Office.
- Support delivery of financial and non-financial mechanisms that enhance access to capital, markets, and business development services.
- Conduct regular field visits to provide technical backstopping, ensure quality assurance, and monitor progress against targets and performance indicators.
- Ensure all interventions align with AKF’s technical standards, quality benchmarks, operational policies, and donor requirements.
- Provide line management, coaching, and performance oversight to W&E area staff, short-term consultants, and service providers.

- Support procurement and contracting processes related to W&E activities, ensuring compliant, timely, and value-for-money delivery.
 - Identify programme risks (operational, contextual, and market-related) and support mitigation measures and adaptive planning.
- **Monitoring, Evaluation, Learning, and Reporting:**
- Ensure systematic data collection, routine monitoring, evaluation, and impact assessment in close collaboration with the MERL team.
 - Support research, labour market assessments, and learning initiatives that strengthen evidence-based programming.
 - Assist in designing and conducting market assessments to analyse labour market trends, skills gaps, and MSME needs.
 - Track W&E portfolio-wide progress, outcomes, and expenditures in the Area Office, identifying gaps and implementing corrective actions.
 - Document lessons learned, best practices, and innovative models to inform programme improvement and scaling.
 - Collaborate with the Impact, Performance and Communications (IPC) Unit team to produce high-quality communication and visibility materials.
 - Work with the area finance team to monitor project budgets and expenditures, ensuring financial compliance and efficient use of resources.
- **Partnership Building and Stakeholder Engagement:**
- Build and maintain effective relationships with local authorities, training institutions, business associations, private-sector actors, and LNGOs.
 - Conduct stakeholder mapping to identify collaboration opportunities and strengthen local ecosystems for employment and enterprise growth.
 - Engage employers and private-sector partners to inform training design, secure internships, apprenticeships, and facilitate job placement.
 - Strengthen the capacity of local partners, training centres, MSMEs, and community structures through coaching, training, and technical assistance.
 - Coordinate with W&E Programme Manager and Leads to ensure alignment with AKF's broader strategies and technical guidance.
- **Cross-cutting Themes, Safeguarding, and Accountability:**
- Ensure gender equality, environmental sustainability, and social inclusion are integrated throughout programme planning, implementation, and reporting.
 - Ensure adherence to AKF's policies, procedures, and safeguarding standards across all activities and identify safeguarding risks and implement appropriate prevention and mitigation measures.
 - Ensure all interventions adhere to Do-No-Harm principles and uphold AKF's ethical and operational standards.



QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's degree in Business Administration, Economics, Socio-Economic Development, or a related field.
- At least 3 years of progressive experience in enterprise development, MSME support, market systems development, skills development, and economic empowerment programs
- Proven experience managing complex, multi-stakeholder projects, preferably within INGO or development cooperation settings.
- Demonstrated expertise in employability and skills programming, market systems/value chains, entrepreneurship, and financial inclusion, with a strong understanding of labor market dynamics and the digital economy
- Excellent analytical, communication, and reporting abilities.
- Strong command of written and spoken English
- Proficient computer 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](#)

Deadline for applications submission is Sunday August 30th 2026.

Only shortlisted candidates will be contacted

