



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 **Planning, Performance, and Reporting Officer** for its office in Salamieh.

JOB SUMMARY:

The Planning, Performance, and Reporting Officer (PPRO) is responsible for leading the Planning, Performance & Reporting (PPR) Function that will enable AKF (Syr) to:

Plan effectively, manage performance, and communicate institutional progress, achievements, and impact through integrated and coherent planning, performance management, and reporting systems. Transform institutional information into structured insights that support accountability, adaptive management, and strategic leadership's decision-making. The incumbent will report directly to the Planning, Performance, and Reporting Coordinator.

ROLES AND RESPONSIBILITIES:

- **Institutionalize Annual Work Plan (AWP) Development and Management:**
 - Facilitate and coordinate the development of AWP as per the Standardized Institutional AWP development structures and processes that are aligned with AKF (Syr) strategy, budgets, and timelines.
 - Review and finalize the first draft of AWP for accuracy and compliance with the standard structures (AWPs are results-based, costed, time-bound, and aligned with approved strategies) in close coordination with Programme teams, MERL, Finance, and any other relevant department.
 - Regular follow-up with relevant departments to ensure compliance with regular updates on the Annual Work Plan (AWP) at both Area and Programme Management levels.
- **AKF Programme Portfolio Performance Management:**
 - Conduct Monthly and Quarterly AWP and Donor Funded Projects Tracking and Monitoring Review Sessions (RS) and develop the RS Summaries to include progress against results, budget and timeline along with identifying operational and programmatic challenges, risks, and bottlenecks in addition to agreed-upon actions to solve these challenges.
 - Identify and escalate issues that need management attention and share with PPRC in a separate note.
 - Ensure regular follow-up to ensure agreed-upon actions are implemented and monitored.
- **Institutional and Donor Reporting:**
 - Develop and maintain a reporting calendar covering assigned donors, internal, and leadership reporting requirements.
 - Coordinate the timely and high-quality development of the first draft of assigned reports, then review and finalize as per the standardized reporting workflows and quality assurance mechanisms.

- Ensure adherence to the structured coordination mechanisms between Programmes, MERL, Partnerships, and IPCU to improve reporting discipline and accountability.
- **Strategic Analysis & Leadership Support:**
- Develop the analytical profiles at the level of programme, Area, and Governorate covering programme footprint, operational context, risks, and performance trends.
 - Contribute to the production of structured briefing notes, synthesis papers, and decision-support papers/products for AKF (Syr)'s senior leadership.
 - Actively document and share implementation trends, emerging risks, and operational foresight with PPRC to support adaptive programming and strategic planning.
- **Gender and Safeguarding:**
- Foster a diverse and inclusive work environment that welcomes individuals of all genders
 - Adhere to safeguarding policies and Code of Conduct in all interactions, implement safeguarding prevention measures to prevent and report safeguarding concerns, and contribute to a safe and respectful environment for all individuals AKF works with.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's Degree in social sciences, international development, management, or other relevant fields
- At least 2 years of relevant experience in INGOs or a similar field, particularly with UN agencies.
- Demonstration of knowledge of institutional and donor reporting, and compliance; and cross-functional coordination.
- Conflict management and ability to pragmatically solve problems; plan a course of action using analytical, conceptual, strategic and forward-thinking abilities to achieve an effective resolution.
- Strong sense of personal initiative, interpersonal skills, problem-solving skills, coordination, teamwork, creativity and innovation.
- Demonstrated ability to work under pressure and meet tight deadlines
- Experience managing multiple tasks with competing priorities at the same time.
- Good analytical, communication, facilitation and presentation skills
- Sensitive to religious, cultural, and gender issues in the Syrian context.
- Good command of English and 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 to the beneficiaries and whom dealing with. In line with this commitment, the incumbent in 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, September 16th 2026.

Only shortlisted candidates will be contacted.

