



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 **Project Assistant - Enterprise Development** for its office in Aleppo.

JOB SUMMARY:

The Project Assistant- Enterprise Development is responsible for working in close collaboration with the Program Officer in the northern area, assisting in all Enterprise Development activities and providing regular updates on the progress of activities and achievement of outputs. The incumbent will report directly to the Program Officer.

ROLES AND RESPONSIBILITIES:

- Undertake local enterprise development (LED) and community to market activities (C2M) as agreed upon and provide regular updates on the progress of the activities and achievement of outputs.
- Assist in the preparation of detailed work plans and budgets for the enterprise development projects.
- Conduct market and/or sector research, to identify priority/ growth sectors, business opportunities, etc.
- Facilitate providing entrepreneurship, business and financial modelling, and growth training and skill enhancement for project beneficiaries and partners.
- Provide coaching and mentorship services for beneficiaries to help execute and strengthen their business models, improve access to markets, access and use appropriate equipment and technologies, and demonstrate the commercial viability of their enterprise.
- Support and follow up AKF's existing portfolio of micro and small businesses and Economic Groups (EG) in the northern area.
- Work closely with the community, stakeholders, trainers and mentors in order to ensure the high impact of implemented activities
- Work closely with Finance and Operations Officers in the area office in order to secure all project inputs.
- Assist in preparing progress reports for submission to the Program Officer within agreed-upon time frames and formats.
- Assist in developing qualitative and quantitative market and case studies, which capture the relevance of activities, best practices, lessons learned, areas for improvement, as well as success stories.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's degree in Economics, Business Administration or a related field.
- Two years of experience in the implementation of economic recovery and livelihoods projects.
- Good knowledge of business model and financial model preparation.
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- Good communication, networking, and teamwork skill and ability to work under pressure.
- Strong command of English (written and spoken) 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 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 April 22nd 2026.

Only shortlisted candidates will be contacted

