



مؤسسة الأغا خان  
AGA KHAN FOUNDATION

## **ANNOUNCEMENT Service Provider**

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 revitalisation of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

Based on its commitment and policies, AKDN agencies design their programmes/projects based on the needs of the target communities. Within this context, the Aga Khan Foundation, Syria (AKF, S) seeks to contract with Service Providers – Explosive Ordnance Risk Education (EORE) for its Emergency Management Programme, for a maximum of three months for its Office in Salamieh.

### **SUMMARY:**

The Service Providers are responsible for supporting mine action activities by conducting Non-Technical Surveys (NTS) to identify hazardous areas and delivering EORE sessions to affected communities in accordance with the International Mine Action Standards (IMAS).

### **MAIN RESPONSIBILITIES:**

- Conduct community interviews and field observations to identify Suspected and Confirmed Hazardous Areas (SHA/CHA).
- Collect and verify historical and secondary data related to explosive ordnance incidents.
- Use Global Positioning System (GPS) devices to record coordinates, create field sketches, and document findings accurately.
- Prepare daily and weekly reports and ensure data is ready for information management systems.
- Deliver structured EORE sessions to various groups through conducting field visits to communities and institutions as part of outreach and awareness activities.
- Coordinate with field teams to ensure safe access and compliance with safety procedures.

### **QUALIFICATIONS REQUIRED:**

- Minimum one year of experience in mine action, EORE, NTS, or Explosive Remnants Of War (ERW) risk-reduction activities.
- Valid EORE certification to be eligible to work in EORE and other Mine Action Activities.
- Strong communication, public speaking, and facilitation skills with diverse groups.
- Creative and problem-solving skills and effective interpersonal skills.
- Physical fitness for long-distance walking and fieldwork in challenging terrain.
- Commitment to humanitarian principles and accurate reporting.
- Ability to use MS Office (Word and Excel and preferably other digital data collection tools such as Kobo Toolbox).
- Ability to travel and provide services in other governorates.

**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 they deal with. In line with this commitment, the selected service provider must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

**APPLICATION GUIDE:**

Interested male and female applicants are required to complete an application form for the [job.sy](http://job.sy) website or submit their CV to [hrcollaborate.akfsyria](mailto:hrcollaborate.akfsyria) expressing their interest in this opportunity.

**The deadline for application submission is Thursday, April 16<sup>th</sup> 2026.**

**ADDITIONAL NOTES:**

- ✚ The AKF, S has consistently needed skilled Service Providers and Trainers to support the changing requirements of its ongoing projects. To enable us to respond quickly to programme needs, HR keeps an open roster. Applications are accepted on a rolling basis throughout the year from professionals whose expertise matches the current fields of work for AKF, S Offices located in Damascus, Salamieh, Tartous, and Aleppo, by applying to the HR email provided above.
- ✚ Any SP announcements and/or needs do not fall under an employment contract; it is only to support the AKF, S in achieving its Projects' objectives and programmatic needs.
- ✚ Only qualified applicants will be invited for interviews according to the project's plans and requirements.

