



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 **Cash for Work Project Officer- Relief and Resilience Programme** for its office in Salamieh.

JOB SUMMARY:

The Project Officer – Cash for Work (CFW) will be responsible for the design, planning, implementation, and monitoring of Cash for Work activities. The role ensures that CFW interventions are effectively targeted, transparent, and aligned with project objectives, while maximizing impact for vulnerable communities. The incumbent will report directly to the Emergency Humanitarian Response (EHR) Project Coordinator.

ROLES AND RESPONSIBILITIES:

- Design context-appropriate CFW models tailored to targeted areas.
- Conduct needs assessments and feasibility studies for potential CFW interventions.
- Develop implementation plans, guidelines, and tools for CFW activities.
- Identify and prioritize community-based initiatives suitable for CFW implementation.
- Ensure selected activities align with community needs, project goals, and sustainability considerations.
- Coordinate with stakeholders and local authorities to validate selected initiatives.
- Develop clear beneficiary selection criteria in line with project objectives and vulnerability indicators.
- Lead and supervise the beneficiary identification and registration process.
- Ensure transparency and accountability to avoid duplication and inclusion/exclusion errors.
- Maintain an updated and verified database of beneficiaries.
- Develop training materials and conduct orientations on CFW concepts and processes.
- Facilitate capacity-building sessions for beneficiaries and community representatives.
- Ensure beneficiaries clearly understand participation requirements, work conditions, and payment procedures.
- Oversee the execution of CFW activities in targeted locations.
- Coordinate with field teams, community leaders, and relevant stakeholders.
- Ensure activities are implemented according to agreed timelines, standards, and safety measures.
- Monitor progress and address operational challenges promptly.
- Establish and manage transparent systems for attendance tracking and verification.
- Ensure timely and accurate delivery of payments to beneficiaries based on attendance records.
- Coordinate with finance teams to ensure compliance with organizational and donor requirements
- Monitor project progress and evaluate outcomes of CFW activities.
- Prepare regular reports on implementation status, challenges, and achievements.
- Document lessons learned, best practices, and success stories.
- Ensure proper record-keeping and data management.

QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Bachelor's Degree in Social Sciences, Development Studies, Economics, or a related field.
- Two years of experience in humanitarian or development projects, preferably in Cash for Work or cash-based interventions.
- At least one year of professional experience in project design, implementation, and beneficiary targeting.
- Strong understanding of community engagement and participatory approaches.
- Very good command of written and spoken English
- Proficient computer skills.
- Excellent report writing skills.
- Strong collaboration, coordination, and communication skills.
- Time management and multitasking skills.
- Familiar with the local community and demography.

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 Thursday, April 16th 2026.

Only shortlisted candidates will be contacted

