



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 **Programme Officer - Energy - Built Environment** for its office in Salamieh.

JOB SUMMARY:

The Programme Officer – Energy will provide technical and programme support for the planning, coordination, implementation, monitoring, and supervision of energy interventions under the Built Environment (BE) Programme.

The position will contribute to the effective and timely delivery of renewable energy and solar energy projects, ensuring that activities are implemented in accordance with approved project plans, budgets, technical standards, AKF policies, donor requirements, and applicable regulations.

The Programme Officer will work closely with communities, local authorities, consultants, contractors, suppliers, and relevant AKF teams to ensure the quality, sustainability, and effective operation of energy interventions. The incumbent will report directly to the Built Environment Program Manager.

ROLES AND RESPONSIBILITIES:

Project Planning and Implementation:

- Contribute to the development, review, and updating of Energy Project Annual Work Plans (AWPs), budgets, implementation plans, and schedules.
- Support the implementation of energy-related activities in accordance with approved plans, budgets, and project objectives.
- Monitor project progress against agreed timelines, deliverables, budgets, and targets.
- Identify implementation risks, technical constraints, and potential delays, and recommend appropriate corrective actions.
- Support coordination among project stakeholders to ensure timely and effective implementation.

Technical Support and Quality Assurance:

- Provide technical input and guidance on energy systems and related works.
- Support the preparation and review of technical specifications, designs, Bills of Materials (BOMs), and other technical documentation.
- Review technical proposals and provide technical input during the evaluation of suppliers, contractors, and consultants, as required.
- Conduct regular field visits to monitor the quality, progress, safety, and compliance of project works with approved specifications and standards.
- Identify technical issues and coordinate with relevant stakeholders to develop appropriate solutions.
- Support inspection, testing, commissioning, completion, and handover of solar energy systems and related assets.

Procurement and Contract Support

- Coordinate with Procurement, Logistics, Finance, and relevant technical teams to develop technical specifications and procurement requirements.
- Provide technical clarification and support throughout procurement processes.
- Participate in the technical evaluation of suppliers, contractors, and consultants, when required.
- Monitor suppliers and contractors to ensure compliance with contractual, technical, quality, and delivery requirements.
- Support documentation related to delivery, inspection, inventory, asset registration, and handover.

Community Engagement and Capacity Building

- Support engagement with target communities and relevant stakeholders during project planning and implementation.
- Support the identification of beneficiaries and target areas in coordination with relevant teams and local authorities.
- Contribute to training needs assessments and the development and delivery of capacity-building activities related to the operation, maintenance, and sustainable use of solar energy systems.
- Promote community ownership, responsible use, and sustainability of project assets.

Coordination and Stakeholder Engagement

- Coordinate closely with relevant AKF teams, including Procurement, Finance, Logistics, Community Engagement, and MERL.
- Maintain effective coordination with local authorities, government institutions, NGOs, academic institutions, consultants, contractors, suppliers, and other relevant stakeholders.
- Support coordination with relevant government authorities to facilitate project implementation and ensure compliance with applicable requirements.
- Represent the Energy Team in technical meetings, coordination meetings, and field activities when required.

Monitoring, Reporting, and Documentation

- Regularly monitor project progress and achievements and provide recommendations for improvement.
- Contribute to monthly, quarterly, annual project reports.
- Provide accurate, evidence-based technical information, data, analysis, and progress updates.
- Maintain complete and organized technical and project documentation.
- Support project monitoring, surveys, data collection, and other MERL activities as required.
- Contribute to the preparation of case studies, success stories, lessons learned, and other communication materials.

Cross-Cutting Responsibilities

- Promote gender equality, environmental sustainability, youth engagement, safeguarding, inclusion, and accountability throughout project planning and implementation.
- Identify opportunities to improve project delivery through appropriate technical solutions, innovation, and good practices.
- Promote sustainability and long-term functionality of renewable energy interventions.



QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's Degree in Electrical Engineering or a closely related field
- Minimum 4 years of relevant professional experience, preferably in renewable energy, solar energy, electrical systems, infrastructure, or related projects.
- Demonstrated experience in project implementation, field supervision, and coordination.
- Experience working with contractors, suppliers, consultants, communities, and/or government authorities.
- Professional experience in solar photovoltaic (PV) systems and renewable energy projects.
- Experience in project management and/or supervision of infrastructure or energy projects.
- Experience with technical specifications, BOQs, technical proposals, and project documentation.
- Previous experience with international NGOs or development organizations.
- Good understanding of electrical systems, equipment, installation, operation, and maintenance.
- Ability to review technical specifications, designs, BOQs, and technical proposals.
- Good understanding of relevant technical standards, government requirements, and regulations in Syria.
- Strong interpersonal, communication, coordination, and negotiation skills.
- Ability to work effectively with multidisciplinary teams and diverse stakeholders.
- Strong organizational skills and the ability to manage multiple priorities and deadlines.
- Strong computer skills, including Microsoft Office applications.
- Good written and verbal communication skills in Arabic and English.
- Ability to work independently, demonstrate initiative, and deliver results within agreed timelines.

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 Thursday, September 24th 2026.

Only shortlisted candidates will be contacted.

