



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 **Employable Skills Project Officer** for its office in **Damascus**

### **JOB SUMMARY:**

The Employable Skills Project Officer coordinates, implements, monitors, and follows up on Employable Skills activities and interventions in the southern area. This involves contributing to and tracking annual work plans, budgets, procurement, implementation progress, trainee follow-up, and outcomes.

The ES officer will coordinate with AKF Support units, staff, partners, service providers, employers, and private-sector stakeholders to ensure timely project implementation and improve employability and labor-market outcomes. The incumbent reports to the W&E Programme Officer and works closely with the Employable Skills Lead.

### **ROLES AND RESPONSIBILITIES:**

- Participate in the preparation of annual and project work plans for assigned employable skills projects and initiatives, and follow up on their implementation against approved timelines, targets, and budgets.
- Coordinate and follow up on the day-to-day implementation of activities, training programs, events, and interventions in line with approved plans and AKF procedures.
- Conduct regular field visits to monitor implementation progress, quality, participants' engagement and progress, and operational challenges, and support assigned projects and activities.
- Follow up with participants and beneficiaries after relevant interventions to track employment, self-employment, and other labour-market outcomes.
- Participate in strengthening networking, coordination, and regular engagement with employers, IT companies, and private-sector entities to identify labour-market and skills needs, expand employment pathways, and ensure that employable skills interventions are aligned with market demand.
- Coordinate employer visits, job placement activities, internships, workplace exposure, work-based learning opportunities, and other initiatives that enhance beneficiaries' access to employment, practical experience, and labour-market opportunities.
- Participate in the preparation of budgets and monitor budget utilization and expenditures against approved plans and budgets and provide accurate and timely budget reports.
- Coordinate with the Finance team on financial follow-up, payments, supporting documentation, and compliance with AKF financial procedures.

- Prepare and follow up on procurement requests, contracts, and related documentation in coordination with the Procurement and Finance departments.
- Coordinate closely with the Monitoring, Evaluation, Research and Learning (MERL) team to ensure timely and accurate collection, verification, and reporting of project data, indicators, outputs, outcomes, and relevant post-intervention results.
- Support assessments, evaluations, research activities, and case studies related to assigned employable skills projects and initiatives.
- Participate in the preparation of monthly, quarterly, and annual progress reports covering activities, achievements, challenges, risks, lessons learned, outcomes, and follow-up actions, and maintain accurate and well-organized project documentation.
- 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 Business Administration, Economics, Development Studies, Computer Science, Project Management.
- At least 3 years of relevant professional experience in project implementation, skills development, employability, workforce readiness, Digital skills and IT training, TVET, economic empowerment.
- Good experience in planning, coordinating, implementing, and monitoring projects and activities.
- Experience in budget planning and monitoring, financial follow-up, project documentation, and reporting.
- Good understanding of employability, labour-market dynamics, skills development, and employment career pathways.
- Strong communication, coordination, organizational, time-management, and problem-solving skills.
- Ability to work effectively with beneficiaries, teams, partners, employers, private-sector entities, service providers, and other stakeholders.
- Strong command of written and spoken English.
- Proficient in computer skills and able to use relevant digital and project management tools. Experience with programming languages will be considered an added advantage.
- Ability and willingness to undertake regular field visits within Damascus and the southern area.



**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 Monday, August 31st 2026**

**Only shortlisted candidates will be contacted**

