



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 **Contracting Specialist- Procurement** for its office in Salamieh.

JOB SUMMARY:

The Contracting Specialist will be responsible for ensuring the integrity of procurement and contracting processes, and the commercial evaluation of vendors, contract compliance, and risk management, in coordination with technical and legal stakeholders, ensuring transparent, compliant, and value-for-money procurement. The incumbent will report directly to the Procurement Coordinator.

ROLES AND RESPONSIBILITIES:

➤ Tendering and Solicitation requirements

- Lead the structuring and validation of solicitation documents, ensuring inclusion of appropriate commercial and legal terms and evaluation criteria.
- Determine the legal and commercial documents required for tenders according to Syrian law and ensuring that the announcement is directed to the appropriate economic entities.
- Reviewing the terms and conditions from a legal standpoint and ensuring they are free of legal loopholes in consultation with the Legal unit.
- Providing necessary support to the procurement department regarding responses to inquiries, complaints, penalties, negotiations, and supplier performance evaluations
- Ensure proper advertisement and publication of tenders in compliance with legal and donor requirements.
- Staying up-to-date with these matters relevant to country commercial laws and regulations.

➤ Commercial Evaluation Leadership

- Ensure the integrity of the bid evaluation process from a commercial and compliance perspective.
- Coordinate closely with requesters and the Legal unit to assess vendors' commercial and legal eligibility and documentation.
- Conduct, review, and validate commercial evaluation reports to ensure accuracy, objectivity, transparency, and compliance.

➤ Contract Development and Award

- Facilitate and implement the drafting, review, and finalization of contracts, ensuring inclusion of all mandatory clauses and risk mitigation provisions.
- Ensure all contracts comply with applicable laws, organizational policies, and donor regulations.
- Maintain close coordination with the AKF Legal unit on all contractual matters.
- Support contract negotiations to secure favourable and compliant contractual terms.

➤ **Contract Administration and Compliance**

- Monitor contract implementation to ensure adherence to agreed terms, conditions, and deliverables.
- Facilitate and coordinate contractual correspondence (e.g., notices, warnings, amendments) in cases of delays, non-performance, or breaches.
- Facilitate the resolution of contractual disputes and ensure proper documentation of actions taken.

➤ **Governance, Risk, and Documentation**

- Identify contractual and commercial risks and propose appropriate mitigation measures.
- Ensure completeness, accuracy, and traceability of procurement and contract documentation.
- Ensure the maintenance of an accurate contract lifecycle tracking system, from award through execution to closure, and provide related analysis and reporting for each contract in coordination with procurement staff.
- Contribute to strengthening procurement and contracting procedures, templates, and compliance frameworks.
- Provide commercial insights and analysis to support management decision-making.

➤ **Supplier Oversight**

- Validate supplier evaluation and prequalification criteria at the contractual level.
- Monitor supplier compliance with contractual obligations and agreed performance indicators.
- Coordinate with Procurement Officers on supplier performance issues affecting contracts and support their resolution.

➤ **Gender, Diversity, and Safeguarding**

- Foster a diverse, inclusive and respectful work environment that welcomes individuals of all genders
- Identify and mitigate the safeguarding risks through planning for safeguarding prevention measures within the team, programs and operations, ensuring that staff understand and follow safeguarding policies and that concerns are reported and addressed appropriately.



QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Bachelor's Degree in Law, Business Administration, Economics, or a related field; a Master's Degree is preferable.
- Minimum three years of experience in the procurement contracting field, preferably within international organizations.
- Professional certification in procurement, supply chain, contracting, and commercial law is an advantage.
- Strong knowledge of procurement laws, donor regulations, and contract management practices.
- Advanced contract drafting and legal review skills.
- Strong understanding of tendering procedures and procurement compliance.
- Commercial evaluation and financial analysis expertise.
- Risk assessment and mitigation in contracts.
- Strong analytical and critical thinking ability.
- Excellent negotiation and communication skills.
- High attention to detail and accountability.
- Integrity and commitment to ethical procurement practices.
- Proficiency in English and Microsoft Office applications.

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 Tuesday, July 7th 2026.

Only shortlisted candidates will be contacted

