



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 **Project Manager- Central Asia Stunting Initiative (CASI)** for its office in Salamieh.

The Central Asia Stunting Initiative (CASI) is a multi-country programme implemented by the Aga Khan Foundation in partnership with national governments, communities, and development partners across Central and South Asia. The initiative aims to reduce stunting and improve maternal, newborn, child, and adolescent nutrition through integrated, community-based, and health-system strengthening approaches. CASI focuses on interventions across the first 1,000 days of life, community health systems strengthening, and multi-sectoral collaboration across health, nutrition, WASH, food security, and early childhood development.

### **JOB SUMMARY:**

The Project Manager - CASI will lead the planning, coordination, and implementation of CASI programme activities in Syria, working in close coordination with country teams, implementing partners, and technical units. The role ensures high-quality programme delivery, alignment with CASI objectives and evidence-based practices, and full compliance with AKF policies, procedures, and requirements. The incumbent will report directly to the Program Director.

### **ROLES AND RESPONSIBILITIES:**

#### **Programme Management and Implementation:**

- Lead the planning and coordination of CASI programme activities in Syria in line with approved programme workplans and AKF-approved templates and timeframes.
- Ensure timely and quality implementation of programme interventions across designated programme areas, in full compliance with donor and internal policies, procedures, and requirements.
- Provide oversight and guidance to implementing teams to maintain programme quality and fidelity to design.
- Coordinate with AKF teams and implementing partners to support effective delivery of community-based nutrition and health interventions.
- Jointly with the programme team, develop and regularly update the programme risk matrix; monitor implementation progress and recommend corrective actions where needed.
- Manage the programme budget; ensure sufficient funds to support implementation by developing and submitting monthly cash requests to the Finance Department of AKF Syria.

#### **Technical Coordination**

- Provide technical oversight on maternal, newborn, child, and adolescent health and nutrition interventions under CASI.
- Ensure alignment of programme approaches with global evidence, national guidelines, and AKF technical standards.

- Facilitate collaboration between country teams, government stakeholders, and technical partners.
- Support adaptation and scaling of innovative community health and nutrition models.

### **Monitoring, Evaluation, and Learning**

- In partnership with the Monitoring, Evaluation, Research and Learning (MERL) team, monitor programme indicators, track progress toward programme outcomes, and ensure that programme research, assessments, and case studies are undertaken in accordance with the programme workplan.
- Support baseline, midline, and endline assessments as required.
- Establish a programme-based data and information system to ensure programme-related data and information are regularly collected, analysed, stored, and available for use.
- Document programme learning, innovations, and best practices to promote adaptive management and support knowledge sharing.

### **Partnership and Stakeholder Engagement**

- In coordination with the Aga Khan Health Services Syria (AKHS), liaise and establish close partnerships with programme stakeholders, including local authorities, relevant government agencies, research and academic institutions, LNGOs, INGOs, and development partners that support and contribute to programme implementation.
- Represent CASI in relevant coordination forums and technical working groups as required.
- Promote multi-sectoral collaboration across health, nutrition, WASH, agriculture and food security, education, and early childhood development (ECD).

### **Team Leadership and Coordination**

- Lead, motivate and coach the CASI programme team, including implementing partner, officers, and field staff, fostering a collaborative team spirit and ensuring each member's contributions are maximised.
- Facilitate effective coordination between country teams, technical advisors, and implementing partners.
- Conduct regular field visits to provide administrative oversight and technical support to the programme team and local implementing partners in the planning and implementation of programme activities.
- Contribute to planning and conducting programme events, including inception and closure meetings, and presentation of programme progress during internal and external meetings; facilitate site visits by donor representatives, AKF senior management, and visitors.

### **Reporting and Documentation**

- Develop high-quality, results-based programme progress reports in accordance with the approved template and reporting timelines.
- Support development of programme briefs, learning documents, and communication materials highlighting CASI achievements and impact.
- Ensure timely documentation of programme milestones and lessons learned.

### **Cross-Cutting Responsibilities**

- Ensure AKF's gender, safeguarding and environmental policies, standards and requirements are integrated into the programme planning, implementation and monitoring and evaluation system.
- Identify and mitigate safeguarding risks through planning preventive measures within the programme team and operations; ensure all programme staff understand and comply with AKF safeguarding policies and that concerns are reported and addressed appropriately.



## **QUALIFICATIONS AND REQUIREMENTS:**

- The applicants should have a Master's Degree in Public Health, Nutrition, Global Health, or a related field.
- Minimum seven to ten years of experience in health and nutrition programme implementation, of which at least three years in a senior programme management or coordination role.
- Demonstrated experience in maternal, newborn, child, and adolescent health and nutrition programming.
- Experience working on large-scale development programmes, preferably in complex or post-conflict operating environments.
- Strong experience in programme coordination, stakeholder engagement, and implementation oversight.
- Strong knowledge and practical skills in programme planning, coordination, implementation oversight, and monitoring.
- Knowledge of maternal, newborn, child, and adolescent health and nutrition technical standards and evidence-based approaches.
- Good analytical, research, and results-based report writing skills.
- Ability to manage and motivate a programme team, assign and delegate tasks, and follow up on implementation.
- Knowledge and understanding of gender equality principles and their integration in programme design, planning, implementation, monitoring, and evaluation.
- Good understanding of health systems strengthening, community health models, and multi-sectoral nutrition programming.
- Strong verbal and written communication skills in Arabic and English languages.
- Proficiency in MS Office; familiarity with data management tools or health information systems is an asset.

### **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 June 29<sup>th</sup> 2026.**

**Only shortlisted candidates will be contacted**

