



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 Term-Based **Administrative Assistant** for its office in Aleppo.

JOB SUMMARY:

The Administrative Assistant is responsible for providing administrative and reception functions in accordance with AKF policies and procedures, and following up on financial and logistical matters in Pro/Dep. The incumbent will report directly to Area Lead -Operations, and indirectly to Team Leader-Administration.

ROLES AND RESPONSIBILITIES:

- Receive the visitors and answer their inquiries or guide them to their respective staff.
- Answer and direct the phone calls.
- Send, receive, register, and archive all the faxes.
- Practicing the methods that are adopted within the Aga Khan Foundation policies in accommodating people's problems and working to solve them as much as possible to avoid anger issues.
- Booking the meeting rooms.
- Prepare and send the weekly car and hotel bookings for the area staff.
- Follow up on the attendance, leave track, and timesheets for the area staff and send them to the Admin Unit on a monthly basis.
- Meetings, workshops, and training arrangements: making appointments, booking the internal and external meeting hall, booking transportation, following up and ensuring the following logistical requirements (requesting alternative Office Keepers, refreshments, and stationery).
- Prepare and update the personal information (database) for all of area staff members and (trainees, volunteers, and service providers) when needed.
- Instant update and follow up on the calling tree of the area staff as part of the AKF calling tree.
- Arrange travel for staff: make hotel booking requests (including code and grant checking) and transportation.
- Coordinate and follow up with the Logistics Unit regarding office supply and maintenance needs.
- Assist with the Petty Cash of the project:
 - Receive cash from the finance department.
 - Prepare the financial statements of the administration workshop, meetings, and trainings, and reconcile them
 - Pay fees for the stakeholders, volunteers, alternative office keepers, and service providers.
 - Audit, organize, and archive all documents.

- Follow up on the contracts of trainers, trainees, facilitators, and service providers for the area.
- Meeting Minutes Recording: Attend all internal and external meetings and record accurate minutes. Accurately document decisions made, action items assigned, deadlines, and important notes.
- Archiving system for the project-related documents.
- 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

- Bachelor's Degree in Business Administration, Economics, English, or other related fields.
- One year of experience in the administrative field.
- Accounting and organizational skills
- Excellent time management.
- Teamwork, accountability, and reliability
- Excellent command of English and computer skills.

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](#).

Please note that applications submitted through any other platforms will be excluded directly.

Deadline for application submission is Tuesday, June 16th 2026.

Only shortlisted candidates will be contacted

