



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 **Operations Officer- Premises Operating and Maintenance** for its office in Salamieh.

JOB SUMMARY:

The Operations Officer- Premises Operating and Maintenance is responsible for providing hands-on operational and maintenance support for the premises as a key member of the on-site team. Executing planned and reactive tasks, monitoring contractors, and ensuring day-to-day issues are resolved efficiently to maintain a safe, functional, and compliant environment, all under the supervision of the Operations Coordinator.

ROLES AND RESPONSIBILITIES:

➤ Task Execution & Response:

- Respond promptly to reactive maintenance requests assigned via Help Desk focal points and the Operations coordinator.
- Execute scheduled Planned Preventive Maintenance (PPM) tasks as directed in the weekly schedule.
- Perform a wide range of hands-on maintenance and minor repairs across facilities.
- Handle and resolve basic technical issues independently and escalate complex or specialized problems to the Operations coordinator for assessment and decision-making.
- Provide first-line response to urgent building maintenance outside of normal hours as part of an on-call rota if required.

➤ Monitoring & Compliance Support:

- Conduct routine checks of building systems and facilities, reporting any defects to the Operations Coordinator.
- Coordinate with the external contractors during on-site maintenance activities to ensure adherence to safety standards. and provide performance feedback to the Operations Coordinator. Assist the team in maintaining accurate compliance records by performing and recording statutory checks
- In coordination with the Emergency Management Program and Safety and Security Management, act as a Fire Warden/Marshal during drills and real emergencies.

➤ Site Operations Support:

- Prepare, set up, and clear meeting and event rooms as assigned, ensuring they are ready and meet required standards under the direction of the line manager.
- Conduct periodic inventory of critical maintenance supplies and spare parts, and notify the line manager when replenishment is required
- Ensure workshops, plant rooms, and storage areas are safe, organized, and maintained in appropriate conditions.

➤ **Administrative Duties:**

- Record maintenance activities, time spent, and materials used in the facilities management system.
- Report immediately any health and safety hazards or major defects to the Operations Coordinator
- Raise purchase orders for small-value items as authorized.
- Prepare routine reports on work progress and submit them to the Facilities Sector Lead for review and approval prior to distribution.

QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a Bachelor's Degree in Mechanical or Electrical Engineering or another related field.
- Minimum two years of proven experience in building maintenance, facilities management, or a similar technical role.
- Strong working knowledge of building management systems BMS like HVAC, electrical systems, and other facility infrastructure.
- Basic understanding of health and safety regulations in a maintenance context.
- Ability to identify and resolve routine technical problems.
- Ability to work independently on assigned tasks and identify issues that need reporting.
- Good teamwork and coordination skills with the ability to follow the guidance of a supervisor.
- Customer service, professional and helpful when interacting with staff and visitors.
- Reliable and organized with the ability to complete assigned tasks efficiently and on time.
- Good user of Microsoft Office programs & AutoCAD.
- Good level of English skills (written and spoken).

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 Sunday April 5th 2026.

Only shortlisted candidates will be contacted

