



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 **Enterprise Development- Project Officer** for its office in Salamieh.

JOB SUMMARY:

The Project Officer will contribute to planning and budgeting and lead the day-to-day implementation of activities supporting micro, small, and medium enterprises, entrepreneurs, cooperatives, and Economic groups. The role will focus on improving enterprises, strengthening value chains, expanding market linkages, and facilitating access to appropriate financial and non-financial services. The incumbent will report directly to the Work and Enterprise Programme Manager.

ROLES AND RESPONSIBILITIES:

- Participate in developing project workplans, budgets, implementation schedules, procurement plans, and activity-level targets.
- Lead the day-to-day implementation of assigned activities under the Livelihood Enterprise Development LED and Communities to Market C2M projects.
- Organize and facilitate assessments, training sessions, workshops, consultations, business-to-business meetings, and market-linkage events.
- Conduct regular field visits to monitor implementation, provide technical support, identify challenges, and recommend practical solutions.
- Conduct and contribute to market assessments, MSME needs assessments, labour-market analyses, value-chain studies, and another relevant research.
- Coordinate and facilitate multi-stakeholder consultation meetings, workshops, and business-to-business meetings for better market linkages.
- Support entrepreneurs and MSMEs in developing and improving business plans, business models, feasibility studies, financial projections, cash-flow plans, and growth strategies.
- Promote innovative approaches to MSME development, including digital solutions, green enterprise practices, shared services, and collaborative business models.
- Facilitate access to technical assistance, mentorship, market information, business-development services, and relevant networks.
- Assess the financing needs and readiness of entrepreneurs, MSMEs, cooperatives, and producer groups.
- Help enterprises understand and access suitable financial services and tools, including, loans, savings products, guarantees, and blended-finance mechanisms.
- Support entrepreneurs and MSMEs in preparing the business and financial documentation required to access finance.
- Build relationships with financial institutions, microfinance providers, and business-support organizations.
- Monitor the use of enterprise-support packages and provide follow-up assistance to strengthen business continuity and sustainable growth

- Help cooperatives and groups strengthen their governance, business planning, recordkeeping, member participation, and commercial sustainability.
- Facilitate linkages among producers, MSMEs, buyers, suppliers, financial institutions, and business-development service providers.
- Establish and maintain effective working relationships with private-sector actors, government entities, local authorities, financial institutions, business associations, NGOs, research institutions, and community representatives.
- Ensure that relevant data and information are collected and systematic monitoring, evaluation and impact assessments take place.
- Participate in preparing project budgets, activity cost estimates, procurement requests, scopes of work, and operational plans.
- Monitor activity-level spending and financial commitments in coordination with the Program Officer and Finance team.
- 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 Economics, Socio-Economic Development, or Business Administration.
- Three years of relevant experience in enterprise development, private-sector development, livelihoods, or MSMEs support.
- Field and technical experience with the commercial sector, agribusiness development in a mix of economic growth/trade, value chain
- Excellent report writing skills.
- Strong collaboration, coordination, and communication skills.
- Time management and multitasking skills.
- Strong command of written and spoken English
- Familiar with the local community and demography.
- Proficient computer skills and good data analysis 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](#)

Deadline for applications submission is Thursday, November 5th 2026.

Only shortlisted candidates will be contacted

