



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 **Admin and Logistics Officer for Aga Khan University** for its office in Salamieh.

JOB SUMMARY:

The Admin and Logistics Officer will be responsible for providing the highest level of logistics and administrative support for the project activities in adherence to AKF policies and procedures. The incumbent will report directly to the Head of Professional Development Center.

ROLES AND RESPONSIBILITIES:

- Coordinate with the project team and the support unit's teams to provide the logistics and administration requirements for the education activities promptly.
- Provide support in organizing all events conducted by the project (distribution of materials, meetings, workshops, field days, training, etc.) and supervise the preparation of needed equipment, according to requirements.
- Provide the project's needs (stationery, cleaning, and all materials) and maintain the needed records and inventory.
- Contribute to the preparation of the project's budget regarding the administration, logistic needs, and tangible assets.
- Follow up with bills/invoices related to the project's activities/workshops and do the needed settlement.
- Responsible for warehouse inventory, registering input and output materials, and related monthly reports.
- Coordinate with the Facilities Maintenance Unit to follow up on the buildings and offices maintenance linked to the project.
- Under the supervision of the Head of the Professional Development Center, work closely with the AKF Procurement Unit to develop and follow up on the AKF procurement annual plan implementation and provide support as needed.
- Continuous follow-up of safety and security procedures, and applying them in line with the AKF policies.
- Coordinate with the Fleet Management Unit to facilitate the transportation and shipment of goods and materials inside and outside the region.
- Prepare and send the weekly planner (agenda) and car booking for programmes.
- Follow up on attendance, leave tracking, and timesheets for staff and send them to the Admin Unit every month.
- Prepare and update the personal information (database) for all staff members and (trainees, volunteers, and service providers) when needed.
- Arrange travel for staff, including hotel booking requests and transportation.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's Degree in Business Administration, Economics or a related field.
- At least two years of experience in the inventory, supply chain, and logistics field.
- Proven experience in managing educational institutions or training centers is highly preferred.
- Good teamwork, communication skills, problem-solving, and negotiation skills.
- Good experience in market analysis and warehouse management.
- Demonstrated ability to work under pressure.
- Excellent command of computer applications (especially Excel and Access) and excellent 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 application submission is Wednesday September 30th 2026

Only shortlisted candidates will be contacted.

