



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 **Monitoring, Evaluation, Research, and Learning Officer** for its office in Salamieh for a period of one year.

### **JOB SUMMARY:**

Under the management of the AKF MERL Coordinator, the MERL Officer is responsible for planning and implementing all MERL activities under the project, in compliance with the project documents and with AKF and donor policies, procedures, and requirements. The incumbent will report directly to the Monitoring, Evaluation, Research, and Learning Coordinator.

### **ROLES AND RESPONSIBILITIES:**

- In close collaboration with the Project Coordinator, the MERL Officer will work on updating the needs and situation analysis regularly as the project reporting requires. In addition, participate in the needs analysis of similar projects as needed.
- Support the Project Coordinator and team in the development, reviewing, and updating of the Annual Work Plan (AWP) by providing inputs to the MERL-related sections
- Update regularly the project's Performance Measurement Framework (PMF) as per the project's reporting schedule. This task requires the MERL Officer to work in collaboration with the Grants Officer and project staff.
- On a regular basis, report the project's achievement as per the 4Ws tool to the Sections and Sectors of the relevant UN Agencies. In addition, participate in the UN Agencies Cluster meetings as required and requested by the MERL Coordinator.
- Support the project team in the development of donor and internal progress reports according to the approved schedule and deadlines.
- Analyze the project's progress and implementation gap (technical and financial) and present the project's achievement in the mid-year project review session.
- Design and update all project data collection tools (paper and mobile) as per the PMF requirements to inform the project's PMF and management requests.
- Design, update, and troubleshoot the Project Beneficiary Database (PBD) and Project Progress Database (PPD).
- Design and update the sectoral tables within the Community Profile Database (CPD) from relevant project indicators.
- Support the Project Coordinator to develop and maintain an updated project progress tracking system.
- Undertake regular monitoring field visits to ensure the project's implementation is aligned with the project implementation plan, and suggest improvements as required. In addition, circulate the field visit report among the MERL team and project staff.
- Design an indicator matrix for the project evaluation as per donor/AKF evaluation criteria.
- Under the supervision of the MERL Coordinator, supervise the implementation of project evaluation activities, including analysis of findings.

- Disseminate evaluation and research findings to relevant stakeholders as required.
- Produce and disseminate periodical bilingual (Arabic and English) Information Education and Communication (IEC) summary dashboards of PBD, PPD, and CPD to the MERL team, project staff, partners, and managers.
- 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 applicants should have a Bachelor's Degree in Statistics, Social Sciences, or other related fields.
- At least two (2) years of prior related experience in Monitoring, Evaluation, Research, and Learning (MERL), preferably in a similar sector.
- Experience in working and thinking in systems.
- Experience in designing and implementing Monitoring and Evaluation Systems.
- Experience in managing and designing Mobile Data Collection Tools.
- Knowledge of Result-Based Management.
- Proficiency in Database Management and Design.
- Strong personal initiative, problem-solving skills, teamwork, creativity, and innovation.
- Demonstrated ability to work under pressure and meet tight deadlines. Excellent analytical, communication, facilitation, and presentation skills.
- Ability to build and maintain collaborative relationships with colleagues.
- Fluency in English and Arabic languages (reading, writing, and speaking).
- Sensitivity to religious, cultural, and gender issues in the Syrian context.

### **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, May 31<sup>st</sup> 2026.**

**Only shortlisted candidates will be contacted**

