



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 **Information Management Officer** for its office in Salamieh.

### **JOB SUMMARY:**

The Information Management Officer is responsible for designing, implementing, and maintaining organizational data systems to ensure efficient and secure information management. The role includes developing data collection tools and methodologies, managing data storage and analysis processes, enforcing data protection and access control measures, and establishing data-sharing protocols to support operational efficiency, reporting, and decision-making. The incumbent will report directly to the IT Team Leader.

### **ROLES AND RESPONSIBILITIES:**

- Design, implement, and maintain organizational data systems
- Ensure data systems are functional, reliable, and aligned with organizational needs
- Continuously monitor and upgrade systems to sustain optimal performance
- Develop standardized data collection tools and instruments
- Design and engineer systematic methodologies for capturing organizational and program data
- Ensure consistency, accuracy, and reliability across all data collection processes
- Manage and oversee data storage infrastructure and repositories
- Ensure data is organized, accessible, and analysis-ready for program and operational use
- Enforce data protection policies and security measures
- Implement and manage access control mechanisms to prevent unauthorized use
- Ensure compliance with data privacy regulations and organizational security standards
- Ensure information systems are relevant, accessible, and actionable
- Provide training and mentorship to staff and partners on data collection tools, standards, and information literacy.

## **QUALIFICATIONS AND REQUIREMENTS:**

- The applicants should have a Bachelor's Degree in Computer Science, Information Technology, or Management Information Systems.
- At least three years of experience working in data management.
- Strong database design and management skills (familiarity with software such as MS Access, Oracle, MySQL).
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Experience with data visualizing tools (Power BI, AI tools)
- Familiarity with modern database and information system technologies
- Proficient in MS Office (Excel, Access, Word etc.)
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration 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 Tuesday, May 12<sup>th</sup> 2026.**

**Only shortlisted candidates will be contacted**

