



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 **Early Childhood Development (ECD) Project Assistant** for its office in Tartous for a period of one year.

JOB SUMMARY:

The ECD Project Assistant provides operational, logistical, and administrative support to the ECD Project Officer for the day-to-day implementation of the Early Childhood Development portfolio within the GIZ project framework. This role ensures that field-level ECD activities run smoothly, data is accurately collected, supplies are available, and facilitators are supported, while adhering to GIZ requirements and organizational standards. The incumbent will report directly to the ECD Project Officer.

ROLES AND RESPONSIBILITIES:

- Support the ECD Project Officer in preparing weekly and monthly implementation plans and schedules for ECD activities under the GIZ project.
- Travel regularly to ECD centers, home-based care sites, and parenting group locations to verify activity implementation and report immediate concerns to the ECD Project Officer.
- Assist in processing payments for participants, daily workers, or community facilitators following GIZ and organizational compliance procedures.
- Administer pre/post-tests, attendance sheets, satisfaction surveys, and other MEAL tools as directed by the ECD Project Officer and MEAL team.
- Conduct daily/weekly data entry into project tracking systems, including beneficiary databases, training trackers, and distribution lists.
- Support the ECD Project Officer in conducting spot checks, observations, and basic monitoring visits; document findings with photos and structured forms.
- Draft routine progress updates, field visit reports, and incident alerts for review by the ECD Project Officer.
- Assist in organizing feedback sessions with beneficiaries (parents, caregivers, facilitators) and ensure complaints are logged and referred through Child Protection and Safeguarding channels.
- Prepare training rooms, materials, registration lists, and refreshments for all Training of Trainers workshops, training sessions, and refresher training led by the ECD Project Officer.
- Provide on-site logistical and administrative support during training sessions, including troubleshooting equipment, distributing handouts, and managing attendance.
- Under the guidance of the ECD Project Officer, facilitate simple learning activities or icebreakers during community-level parenting sessions.
- Maintain a training database tracking which facilitators, partners, or parents have completed which modules.
- Serve as the first point of contact for community facilitators, volunteers, and local partners for routine queries or logistical issues; escalate complex matters to the ECD Project Officer.

- Attend local community coordination meetings when delegated by the ECD Project Officer; take minutes and report back.
- Support procurement and finance requests by completing requisition forms, collecting quotations, and tracking activity expenditures against the budget.
- Maintain organized physical and electronic files for all ECD project documents (attendance sheets, distribution logs, training records) in line with GIZ documentation standards.
- Proactively ensure adherence to Child Protection, Safeguarding, and Code of Conduct policies during all field activities, reporting any violations immediately to the ECD Project Officer.

QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Bachelor's Degree in Early Childhood Development, Education, Social Sciences, or a related field.
- Two years of experience in ECD or education within humanitarian or development contexts
- Proven ability in data entry, basic reporting, and use of MS Office (Excel, Word, Outlook).
- Willingness and ability to travel extensively within the area of operation.
- Context-specific knowledge and existing networks within the assigned geographical area.
- Experience working with community volunteers, parents, or caregivers.
- Basic budget tracking or procurement experience.
- Good communication, teamwork and problem-solving skills.
- Familiarity with Child Protection and Safeguarding principles.
- Fluency in Arabic (written and spoken) and working proficiency in English.

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 31st 2026.

Only shortlisted candidates will be contacted

