



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 **Human Resources Officer/ Aga Khan Schools** for its office in Salamieh.

The Aga Khan Schools (AKS) is a network of 200 schools, more than 100 non-formal education programme centres and eight hostels in 11 countries in East Africa and South and Central Asia. It serves close to 100,000 students from the age of 18 months to adulthood each year, with the support of over 6,600 teachers and staff. AKS comprises the Aga Khan Education Services (AKES) and the Aga Khan Academies (AKA). AKES is one of the largest private, not-for-profit, non-denominational, pre-tertiary education networks in the world. AKA is an international network of non-denominational, co-educational, residential schools. Together, they aim to provide high-quality education to students across the Global South, helping them to develop into leaders who can positively impact the people in their communities.

### **JOB SUMMARY:**

The Human Resources Officer is responsible for implementing the HR functions, regulations and procedures. This includes overseeing the contract management process and onboarding and induction plans to new joiners. He /she shall also be responsible for providing the required support in the recruitment and selection process. The incumbent will report directly to the AKS Head of Academics.

### **ROLES AND RESPONSIBILITIES:**

- Act as an HR focal point, providing HR advice to management and programme teams.
- Oversee the contract management process, including preparation of employment contracts, addenda, and letters for compensation/designation adjustments.
- Oversee attendance and leave management systems, ensuring timely updates, accuracy, and compliance with organizational policies.
- Follow up on the probation period evaluation of new joiners
- Support payroll processes by preparing and verifying monthly HR inputs, including attendance, leave records, overtime, and compensation changes.
- Implement a comprehensive onboarding and induction plan that is in line with AKF/HR Policies for new employees, volunteers, service providers, and interns.
- Facilitate the recruitment and appointment process by screening applications, shortlisting, conducting interviews, verifying references and providing the necessary support to the team.
- Monitor and ensure compliance with HR policies, including the implementation and adherence to the HR Manual.
- Coordinate performance appraisal cycles, ensuring timely completion, documentation, and communication of results.
- Manage employee offboarding processes, including exit interviews, clearance procedures, documentation, and coordination of final settlement
- Supervise the Health & Life Insurance Files, including staff addition and cancellation, and prepare all the claims and payments for the insurance company.

- Manage staff personnel files by maintaining records related to probation, grievances, performance appraisals, promotions and disciplinary actions, ensuring all employees' personal files are systematically organized and updated as necessary.
- Provide customer/ employee service to staff and keep employees informed on any legal-related matters through communication and periodic follow-up.
- Supervise disciplinary and grievance cases in collaboration with the Head of Academics, ensuring timely and appropriate responses.
- Lead and supervise individuals across programme and support functions.
- Foster a high-performance, inclusive, and collaborative work environment.
- Provide mentoring, performance management, and capacity development support to AKS staff as needed.
- Ensure all safeguarding requirements are met and maintained according to the organizational standards.
- Ensure the accuracy of the HR Database and provide relevant information and reports upon request.
- Support internal and external audits and address audit findings related to HR.
- Maintain/Ensure utmost confidentiality and legal compliance when handling any HR matters.
- Perform other duties to support the team and organisational objectives.

### **QUALIFICATIONS AND REQUIREMENTS:**

- The applicant must have a Bachelor's Degree in Economics, Business Administration, Human Resources, or a related field.
- Three years of experience in fields related to Human Resources.
- Good report writing skills.
- High level of confidentiality, accountability and integrity.
- Strong time management, dispute settlement and problem-solving skills.
- Accuracy, with good attention to detail.
- Strong multitasking and organizational skills.
- Ability and willingness to conduct regular visits to other offices as required.
- Fluency in spoken and written communication in Arabic and English.
- Good computer skills, especially MS.

### **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 Tuesday, March 31<sup>st</sup> 2026.**

**Only shortlisted candidates will be contacted**

