



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 (Syria) seeks to employ a full-time **Programme Manager, Agriculture, Food Security and Climate Resilience (AFSCR)** at its office in Salamieh or Damascus. **The base station (location) is subject to negotiations.**

JOB SUMMARY:

The Programme Manager, Agriculture, Food Security and Climate Resilience (AFSCR) provides strategic, technical, and managerial leadership for AKF Syria's AFSCR programme portfolio, ensuring high-quality, integrated, and gender-responsive programming aligned with humanitarian–development–resilience objectives. Reporting to the AKF Syria Programme Director, the role leads programme planning, resource mobilization, delivery oversight, and learning, working closely with internal and external partners to ensure effective implementation and measurable impact of the AFSCR's programme portfolio.

ROLES AND RESPONSIBILITIES:

➤ Programme leadership and projects development:

- Lead the technical design, theory of change, and content of AFSCR-related concept notes, project proposals, and framing documents.
- In coordination with the Global Programme Team (GPT), lead the development, regular review, and updating of the AFSCR programme framework and strategy, and translate these into clear implementation approaches, delivery modalities, technical guidelines, tools, and standard operating procedures to enable consistent, evidence-based, and development-oriented design and implementation across the programme portfolio.
- Ensure new funding opportunities are leveraged to advance priority initiatives, in coordination with AKF Syria leadership, the AKF Global Programme Team (GPT), and AKDN agencies.
- Work closely with the Partnerships unit and other Programme Managers to develop cross-sectoral concept notes and proposals, integrating AFSCR where relevant.
- In coordination with the Programme team, Partnerships, Finance, and Operations, develop cost-effective budgets and provide programmatic and technical input during budget development.
- Ensure GEWE, safeguarding, environmental sustainability, and climate resilience are mainstreamed and adequately elaborated in proposals and programme interventions.
- Support the Environmental Specialist in the implementation of AKF Syria's Environmental Policy to promote environmentally-sensitive and environmentally-responsive programming and internal operations.
- Promote a culture of innovation in project design and implementation through Human-Centered Design approaches and tools.
- Ensure climate resilience underpins all new project designs and activities across the portfolio.
- Ensure humanitarian–development–peace (HDP) nexus and localization principles (working with and through local partners) are reflected in strategy, design, and delivery.

- Lead partner mapping/engagement in agriculture, food security, and climate resilience; co-design capacity-strengthening plans and partnership MoUs with the Partnerships unit.

➤ **Programme and projects management:**

- Coordinate and provide technical support and oversight to Programme Leads and Area Offices in the development of Annual Work Plans (AWPs) for the AFSCR programme portfolio of projects, ensuring alignment with approved budgets, grant agreements, and donor-approved project documents.
- Conduct regular reviews with Programme Leads, Project Coordinators, and Area Office Managers on AWP implementation and budget execution; provide support and take timely corrective actions to ensure activities are delivered on time, on budget, and to quality standards.
- Develop and/or update guidelines, manuals, and tools to support effective implementation of project interventions.
- Lead and support project teams to develop and regularly update project-level risk management matrices.
- Provide leadership and mentorship to direct reports to develop skills, competencies, and performance.
- In close coordination with HR, support recruitment of project staff, consultants, and service providers (TORs/JDs, tests, interview tools, and participation in selection panels).
- In coordination with HR, develop and/or update TORs of Programme Leads, Project Coordinators, and other team members as required.
- Conduct annual performance assessments and development planning of direct reports in accordance with AKF HR policies and procedures.
- Ensure value-for-money through sound planning, cost control, and evidence-based decision-making; approve technical plans and major procurements within delegated authority.

➤ **Monitoring, evaluation, research, and learning:**

- Coordinate with MERL and Programme Leads to ensure each AFSCR project has an updated M&E plan and that it is implemented efficiently and on time.
- With MERL and GPT, set annual AFSCR programme targets for AKF Syria; review progress quarterly and annually, and provide updates on actuals against targets.
- Support MERL in maintaining accurate programme-level data and information management.
- Review and provide inputs to TORs for assessments, studies, evaluations, and reports produced by MERL or external consultants and service providers.
- Document and share AFSCR best practices and success stories, including via AKF Connect and Learning Hub.
- Conduct regular field monitoring visits, provide debriefs, and share monitoring findings and recommendations and follow-up actions.
- Promote a culture of learning and sharing within AFSCR and across other themes by organizing reflection and learning sessions. Engage relevant GPT as and when required.
- Support the programme in setting up effective community feedback, complaint, and reporting mechanisms.
- Use monitoring and market/seasonal data to adapt implementation and commission operational research and studies where evidence gaps exist.

➤ **Coordination, communication, and reporting:**

- Coordinate with relevant government ministries/agencies to obtain required permits for programme interventions; consult with authorities and incorporate feedback during project design.
- Coordinate with Area Office Managers on planning and implementation of AFSCR interventions, including technical support and oversight.
- Promote collaboration within AFSCR and with other programme themes and support functions to achieve synergy, integration, and efficiency (joint design/planning, communications, shared resources, joint field visits/meetings).
- Encourage AFSCR team participation in AKF's Community of Practice and other knowledge platforms.
- Strengthen collaboration with AKDN agencies and external partners (donors, government, NGOs, CBOs, academia, research institutions) to advance AFSCR priorities.
- Represent AKF and AKDN in sectoral/thematic working groups and coordination meetings at local and national levels; contribute to policy dialogue where appropriate.

➤ **Gender and Safeguarding:**

- Foster a diverse and inclusive work environment that welcomes individuals of all genders
- Identify and mitigate the safeguarding risks through planning for safeguarding prevention measures within the team, programs and operations, ensuring that staff understand and follow safeguarding policies and that concerns are reported and addressed appropriately.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Master's degree in Agriculture, Environmental Sciences, Climate Sciences, or a closely related discipline.
- Five to Seven years of progressive experience in programme and/or project management in agriculture, food security, climate resilience, and environmental sectors.
- Demonstrated leadership and programme management experience, including oversight and implementation of initiatives focused on agriculture, livelihood development, food security, and climate resilience.
- Strong contextual knowledge and understanding of agriculture, food security, climate resilience, and civil society sectors in Syria.
- Proven ability to engage effectively with a wide range of stakeholders, including local, provincial, and national government authorities, NGOs, donors, academic and research institutions, and communities.
- Solid experience in project cycle management, including planning, budgeting, implementation, monitoring, and adaptive management.
- Strong administrative, managerial, communication, and presentation skills, with the ability to lead multi-disciplinary and geographically dispersed teams.
- Strong interpersonal skills and a demonstrated ability to build effective partnerships and networks with diverse stakeholders.
- Strong knowledge and demonstrated application of gender equality and women's empowerment (GEWE) principles, including their integration across programme design, planning, budgeting, implementation, monitoring, and evaluation.
- Sound understanding of climate change impacts and climate-resilience approaches, particularly in relation to agriculture, food security, nutrition, and livelihoods interventions.
- Demonstrated experience in donor-funded programme management.
- Experience working with local partners, community-based organizations, and consortia, including partner capacity-strengthening.
- Excellent written and verbal communication skills in both English and Arabic.

Safeguarding Commitments:

AKF (Syr) 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 (Syr) Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this [Link](#)

Please note that applications submitted through any other platforms will be excluded directly.

Deadline for application submission is Sunday, March 8th 2026.

Only shortlisted candidates will be contacted.