



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 Term-Based **Project Assistant -Support and Empower Agricultural Producers on Record-Keeping** for its office in Aleppo.

JOB SUMMARY:

The Project Assistant will be responsible for providing technical support to the Project Officer in the project's interventions related to contribute to increasing systemic resilience of smallholders and small-scale farmers to the food crisis and climate change and to enhance the application of innovative learning and improved technologies in Food and Nutrition Security and Sustainable Agriculture/Livestock breeding by developing the capacities of agricultural/livestock producers and agro-processors in the collection, recording, and analysis of productive and economic data. The incumbent will work under the direct supervision of the Project Officer, and in close coordination with the Monitoring, Evaluation, Research, and Learning Officer, and report directly to the Project Officer.

ROLES AND RESPONSIBILITIES:

- Support to the Project Officer in implementing, monitoring, following up, and ensuring timely delivery of the project's activities in alignment with the Annual Work Plan (AWP), and ensuring premium quality of implementation, and full compliance to AKF and donor's policies and requirements, by the approved budget and within the scheduled timeline.
- Assist in planning and implementing social and community mobilization activities targeting farmers and livestock breeders, including conducting assessments related to agricultural products, data recording, and keeping.
- Collaborate in developing and testing data recording and analysis tools needed for collecting data, and guarantee the correctness of data collection, and support the strengthening of analytical skills of the said targeted smallholders
- Conduct training to the targeted smallholders on data record keeping and analyzing when needed, implement follow-up visits to supervise the process on a regular and periodic basis, and assess the impact of project interventions, identifying risks and reporting the results to the Project Officer.
- Ensure working directly with local communities and villages' committees to assess needs and identify the primary targeted beneficiaries/households, and ensure full collaboration and coordination with relevant local government authorities, directorates of agriculture in targeted governorates, CBO's, CSO's, NGO's, research and academic institutions, and any other relevant body.
- Collaborate and coordinate with relevant units of AKF (MERL, Procurement, Logistics, Finance...) to set criteria and specifications needed to develop purchase requests and follow up purchase orders accordingly. In addition to coordinating with the assigned MERL Officer to support and participate in M&E activities.
- Develop the project's progress reports, "evidence-based narrative and financial reports", and provide periodic reports (monthly, quarterly, annual, and ad-hoc).

- Promote and support gender equality, environmental sustainability, youth engagement, and safeguarding in the planning and implementation of all project activities. And encourage 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 must have a Bachelor's degree in Veterinary, Agriculture, Economic Statistics, BA, or any relevant field.
- Two years of prior professional experience in implementing field-based agricultural development or livelihoods projects.
- Good experience in community mobilization, working with smallholder farmers and livestock breeders.
- Experience in field assessment, data collection, and analysis.
- Familiarity with farmers' record-keeping methodologies (basic knowledge of value chain analysis is an advantage).
- Good experience in training techniques for the local community.
- Basic knowledge and skills in project planning, implementation, and monitoring.
- Basic knowledge and understanding of gender equality principles and integration in project planning, budgeting, implementation, monitoring, and evaluation.
- Good understanding of climate change and principles of climate resilience building in farming community.
- Good verbal and written communication skills.
- Good teamwork and interpersonal skills.
- Good command of the English language.

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
<https://forms.gle/TY2G9GbHhoEt5TJT7>

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

