



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 full-time **Area Leads-Operations** for its offices in Damascus, Tartous and Aleppo.

### **JOB SUMMARY:**

The Area Lead for Operations is responsible for ensuring the efficient area operations under the leadership of the Area Manager, including but not limited to procurement, logistics and administrative support to area programmes and offices, facility management, coordination, and compliance with organizational policies. This role plays a key part in supporting programs in delivering impact as well as maintaining a professional and functional work environment. The incumbent will report directly to the Area Manager with a Technical reporting line to the Operations Director or his designate. He/ she shall liaise with the functional leads at the country level, ensuring a high level of coordination as a focal point for the Operations Department at the area level.

### **ROLES AND RESPONSIBILITIES:**

#### ➤ **Management**

- Manage the Area Office's operations budget, covering both reactive and planned operations and maintenance activities.
- Manage the procurement, logistics and administration teams.
- Coordinate the work of procurement and logistics teams with other functions.
- Ensure collaboration and continuous communication with Head Office teams.
- Ensure compliance with AKF safety and security recommendations at the area level.
- Provide effective leadership and coaching to the area operation teams and monitor their performance and coordinate for their capacity building.

#### ➤ **Logistics & Procurement Support:**

- Coordinate with area program teams and the central procurement team to prioritize sourcing of program inputs.
- Develop, maintain and update the area procurement plans and needs
- Plan and supervise delivery of programmes inputs to required field locations.
- Supervise warehouses and stock keeping where needed
- Ensure logistical arrangements for staff travel, meetings, and workshops.
- Assist in managing local procurement activities, ensuring compliance with AKF policies and procedures.
- Monitor office supplies and oversee inventory management to ensure operational efficiency.

- **Administrative Management:**
  - Supervise the Admin Assistants, Receptionists and Office Keepers Teams by following up on their attendance and commitment.
  - Oversee day-to-day team Operations and performance and create a healthy, motivating work environment and atmosphere.
  - Ensure smooth workflow and adherence to organizational policies.
  - Ensure maintaining accurate records, documentation, and filing systems for administrative activities, including the management of capital assets
  - Support communication and coordination between the sub-office and the head office.
  
- **Transportation and Fleet Management:**
  - Coordinate with central fleet team to ensure optimized use of vehicles
  - Proactively advise on maintenance needs.
  - Coordinate and oversee the allocation of vehicles and Drivers for staff travel and program activities.
  - Ensure compliance with local regulations and safety standards for vehicle operations.
  - Coordinate with Drivers and other staff to ensure efficient and effective safe use of vehicles.
  - Participate in preparing trip risk assessments; provide incident reports and extend support in implementing appropriate emergency plans and procedures in coordination with the line management and Security Focal Points SFPs.
  
- **Facility and Asset Management:**
  - Manage office infrastructure, ensuring maintenance, cleanliness, and security of the premises.
  - Maintain an updated asset register, ensuring proper tracking and usage of office equipment.
  - Coordinate necessary repairs and maintenance to ensure a safe and efficient work environment.
  - Oversee and coordinate the IT helpdesk function to guarantee ongoing work in accordance with AKF IT policies, procedures and operational standards.
  - Control and manage utility consumption and ensure continuity of services (electricity, diesel, water).
  - Ensure compliance to decarbonization standards and plan; And encourage green initiatives.
  
- **HR and Staff Support:**
  - Assist in onboarding new staff by coordinating workspace, IT setup, and orientation processes.
  - Support HR in tracking attendance, leave management, and office staff welfare initiatives.
  - Foster a positive and organized office environment to enhance staff productivity.
  
- **Safety and Security Compliance:**
  - Ensure implementation of security measures in line with AKF safety and security protocols.
  - Coordinate with security personnel to ensure a safe working environment.
  - Facilitate emergency preparedness plans and ensure staff awareness of safety procedures.



## **QUALIFICATIONS AND REQUIREMENTS**

- The applicant must have a Bachelor's Degree in Business Administration, Management or a related field
- Minimum 3 years of experience in administration, office operations, facility management, or logistics support; preferably within the development, humanitarian or NGO sector.
- Proven knowledge of office management and supply chain procedures, administrative systems and workflow coordination.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills with the ability to work collaboratively across teams and functions.
- Proficiency in Microsoft Office applications.
- Strong Command of English both written and spoken.

### **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](#)

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

**Deadline for application submission is Monday, March 23<sup>rd</sup> 2026.**

**Only shortlisted candidates will be contacted.**

