



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 **Cooperative Specialist- Communities to Markets** for its office in Salamieh, Tartous, Aleppo or Damascus. **The base station (location) is subject to negotiations.**

JOB SUMMARY:

The Cooperative Specialist (CS) will work closely with cooperatives and Common Interest Groups (CIGs) to strengthen their capacity, refine business models, and enhance their performance within targeted value chains. The CS will possess a strong understanding of cooperative principles, business strategies, and community development. He/She will be responsible for developing and implementing development strategies, providing technical assistance, and promoting cooperative values and principles to facilitate the growth and development of cooperatives to improve economic conditions and promote self-reliance within local communities. The incumbent will report directly to the Enterprise Development Lead.

ROLES AND RESPONSIBILITIES:

- Facilitate the establishment and development of new cooperatives and common interest groups through feasibility studies, business planning, and member recruitment
- Provide technical guidance to existing cooperatives and CIGs to improve their operational efficiency and effectiveness
- Review and conduct in-depth market research, value chains analyses, surveys, interviews, and data analysis to identify gaps and develop business models for cooperatives and CIGs.
- Design and deliver capacity-building training programs, focused on linking cooperative and CIGs with local and external markets and best commercial and governance practices.
- Coordinate with community leaders, partners, experts, and stakeholders to support strategic decision-making for cooperatives and CIGs to promote the cooperative model as a viable economic development strategy
- Build the capacity of cooperatives and CIGs to identify and secure funding sources for business growth and development
- Conduct regular reviews of collaborative work regulations and laws to guide optimal strategies for enhancing cooperative operations and accelerating their evolution into productive economic entities, and assist in understanding and complying with relevant regulations and laws
- Develop detailed work plans and budgets for the project of communities to market, and deliver timely progress reports as requested by the Enterprise Development Lead.
- Develop tailored business plans for cooperatives and CIGs with clear SMART goals, indicators, and milestones to improve operational efficiency and profitability.
- Develop risk management and mitigation strategies to safeguard cooperatives, businesses, and CIGs from potential business hazards.
- Collaborate with the M&E team to develop performance-monitoring frameworks with maturity indicators to evaluate cooperatives and CIGs.
- Define clear Key Performance Indicators KPIs and track the progress of the cooperatives and CIGs

- Stay updated with latest trends and developments in the field of cooperative development.

QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a university degree in Business Administration, Economics, Agriculture Economics, Community Development, Social Enterprise or relevant field
- Minimum of 5 years of experience in business development, cooperative management, or a related field.
- Strong experience in market research, financial analysis, and business planning.
- Strong knowledge of cooperative principles and business strategies
- Knowledge of cooperative principles and practices, including understanding of various business models, cooperative laws and regulations.
- Proven ability to engage and build relationships with diverse stakeholders, including government entities, private sector actors, and community organizations.
- Expertise in designing and implementing capacity-building programs.
- Excellent communication and presentation skills
- Strong analytical and problem-solving skills
- Proficiency in English and Arabic is highly desirable.
- Proficiency in using MS Office and other project management tools

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 Wednesday, March 11th 2026.

Only shortlisted candidates will be contacted.

