



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 **Communication Officer- Impact, Performance and Communications Unit (IPCU)** for its office in Salamieh.

JOB SUMMARY:

The Communications Officer, focusing mainly on Content and Story Development, is responsible for translating AKF Syria's programme evidence, field insights, and institutional narrative into compelling, audience-appropriate content across a range of platforms and formats. Sitting within the Communications function of the IPCU, the Officer works at the intersection of storytelling, data communication, and visual production, ensuring that what AKF (Syr) does is communicated clearly, credibly, and with impact. The Officer will report to and work under the direction of the Communications Lead and will collaborate closely with the wider communications team. The incumbent will report directly to the Communication Lead.

ROLES AND RESPONSIBILITIES:

Content and Story Development:

- Lead the development of short- and long-format written content for a range of products and platforms, including social media, institutional publications, donor communications, and external media.
- Identify and develop human-interest stories from the field that bring AKF (Syr)'s programme works to life, centring beneficiary voices and community experiences.
- Convert programme data, MERL outputs, and monitoring evidence into accessible, narrative-driven content that communicates impact without sacrificing accuracy.
- Develop and maintain a content pipeline aligned with the AKF (Syr)'s Communications Strategy, ensuring timely delivery of planned outputs across the programme cycle.
- Produce content for internal knowledge products, including bulletins, newsletters, and learning briefs, supporting organisational reflection and staff engagement.

Cross-Team Collaboration and Visual Integration

- Work closely with the Media and Documentation function to ensure written content is appropriately paired with photography, video, and visual materials.
- Collaborate with the Channels and Engagement function to adapt content for specific platforms and target audiences, including donors and funders, the general public, media, and AKDN institutional audiences.
- Coordinate with MERL, Reporting, and Programme teams to source evidence, data, and field narratives that inform content development.
- Support the development of donor messaging/reports and institutional briefs by providing polished narrative sections that synthesise programme progress and results.

Quality, Consistency, and Strategy Alignment

- Ensure all content adheres to AKF (Syr)'s editorial standards, brand guidelines, and communications strategy, maintaining a consistent institutional voice across products.
- Maintain a content inventory and production tracker, flagging bottlenecks and ensuring the Communications Lead has visibility over output timelines.
- Contribute to periodic communications reviews, offering input on what content formats and narratives are resonating with target audiences.

QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Bachelor's Degree in Communications, Journalism, International Development, or a related field.
- Three years of professional experience in communications, content development, or journalism, preferably in a development or humanitarian context.
- Demonstrated experience translating complex data, evaluation findings, and programme evidence into engaging, accessible narratives for non-specialist audiences.
- Strong portfolio of written work across multiple formats, including long-form features, social media content, donor briefs, and institutional publications.
- Experience working within or alongside communications teams, with an understanding of how written content integrates with visual and multimedia production.
- Excellent written communication skills in English; proficiency in Arabic is strongly desirable.
- Familiarity with the Syria context and sensitivity to the ethical dimensions of storytelling in conflict-affected settings is an asset.
- Strong organisational skills with an ability to manage multiple deadlines across a diverse content workload.

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 applications submission is Sunday, May 31st 2026.

Only shortlisted candidates will be contacted

