



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 **Project Coordinator- CERLIS** for its office in Salamieh.

Climate and Economic Resilience through Livestock Intensification in Syria (CERLIS) project aims to contribute to increase resilience to food crisis and climate change in the target governorates of Hama, Homs, and Aleppo.

JOB SUMMARY:

The Project Coordinator will lead a diverse project team and work in close coordination with other team members of AKF Syria to ensure the project achieves its targets through efficient and effective planning and implementation of project activities and in compliance with the project documents, AKF, and donor policies, procedures, and requirements. The incumbent will report directly to the Program Manager, Agriculture, Food Security and Climate Resilience.

ROLES AND RESPONSIBILITIES:

- In coordination with the Area Office Managers, lead the project team to develop the project's Annual Work Plan in line with the project requirements and in accordance with the approved templates and timeframes of AKF.
- Ensure the project activities are planned and implemented with quality, effectiveness, efficiency, and in full compliance with the donor and internal policies, procedures, and requirements.
- Provide technical and practical support to the project team of the Area Offices in the design and implementation of project activities, initiatives, and events.
- Coordinate with the AKF Procurement team to ensure the project procurement is initiated on time and implemented in line with the AKF procurement policy and donor compliance requirements.
- Jointly with the project team, develop and regularly update the project risk matrix.
- Manage the budget, ensure the project has sufficient funds to support the implementation by developing and submitting monthly cash requests to the Finance dept of AKF Syria.
- Lead, motivate and coach the project team, including staff, volunteers, service providers and consultants, fostering a collaborative team spirit and ensuring each member's contributions are maximised.
- Coordinate the implementation of project activities related to assessments, analysis, inventory and development of the database and associated applications of sheep, camel, fish, and small poultry value chains. This includes the development of TORs, support in the recruitment of experts/consultants, review the assessment methodology, assistance in the process of conducting the value chain assessments, and ensuring quality deliverables.

- Based on the value chain assessments, work with the project team to plan, design and implement interventions that support the development of the value chains.
- Coordinate the planning and implementation of the project activities in close collaboration with other programme and functions of AKF (MERL, finance, operation, procurement, partnership and grant), AKDN agencies and local partners and stakeholders to promote and ensure synergy, learning and sharing of best practices, knowledge and information.
- Conduct regular field visits to provide administrative oversight and technical support to the project team and local implementing partners in planning and implementation of project activities.
- Ensure the AKF's gender, safeguarding and environmental policies, standards and requirements are integrated into the project planning, implementation and monitoring and evaluation system.
- In coordination with the Programme Manager, liaise and establish a close partnership with project stakeholders, including local authorities, relevant government agencies, research and academic institutions, LNGOs, INGOs, and donor agencies that support and contribute to the implementation of the project activities.
- With the support and guidance of the Programme Manager, Agriculture, Food Security and Climate Resilience (AFSCR), lead the process of identification and contracting of reliable and capable local implementing partners. Support the contracted local partners with planning and implementation of project activities/sub-grants, ensuring timely and quality fulfilment of their obligations, roles, and responsibilities.
- In partnership with the Monitoring, Evaluation, Research and Learning (MERL) team, identify and develop a project-related research agenda and activities, ensuring the project research, assessments and case studies are undertaken in accordance with the project work plan.
- Establish a project-based data and information system to ensure the project-related data and information are regularly collected, analyzed, stored, and available for use.
- Develop high-quality, results-based project progress reports in accordance with the donor template and reporting timelines.
- Contribute to planning and conducting various project events like project inception/closure meetings, and presentation of project progress and plans during internal and external meetings. Facilitate the project site visits by donor representatives, AKF's senior management team, guests and visitors.
- Identify and mitigate the safeguarding risks through planning for safeguarding prevention measures within the project team, programs and operations ensuring that project staff understand and follow safeguarding policies and that concerns are reported and addressed appropriately.



QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Bachelor's Degree in Agriculture, Agribusiness, Economics, Social Development or other related fields. A master's degree in related fields is preferable.
- At least five years of prior professional experience in project management and coordination with international and/or local NGOs, of which at least two years in a senior project coordination or management role.
- Knowledge of value chain assessment and development.
- Strong knowledge and practical skills in project planning, budgeting, implementation, and monitoring.
- Strong verbal and written communication skills in Arabic and English.
- Good analytical, research and result-based report writing skills.
- Ability to manage and motivate project team, assign and delegate tasks, follow up on implementation.
- Knowledge and understanding of gender equality principles and integration in project design, planning, budgeting, implementation, monitoring and evaluation.
- Good understanding of climate change and principles of climate adaptation and mitigation.
- Experience working on EU-funded projects is an asset.
- Proficiency in MS Office; familiarity with data management tools or MIS platforms is an asset.

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

