



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 **Driver** for its office in Aleppo.

JOB SUMMARY:

The Driver will be responsible for supporting transportation services for the AKF staff and materials related to project activities. The Driver will also support logistical tasks for the offices in coordination with the Operations Department at the Aleppo Office. The incumbent will report directly to Area Lead -Operations, and indirectly to Operations Team Leader- Transportation and Fleet Management.

ROLES AND RESPONSIBILITIES:

- Drive AKF vehicles for the transport of authorized passengers, deliver, and collect documents, materials and other items.
- Meet official personnel at airports, borders, or other locations and facilitate immigration and customs formalities as required.
- Ensure that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
- Ensure that the instructions identified by rules and regulations, or other local procedures, are fully implemented in case of involvement in an accident.
- Keep Log official trips, daily mileage, fuel consumption and performed maintenance, etc.
- Perform day-to-day maintenance of the assigned vehicles and ensure their readiness and cleanliness daily.
- Maintain the relevant equipment installed in the car.
- Provide daily, weekly and monthly reports on the movement and the technical condition of the vehicle.
- Fully stand by for emergency cases.
- Foster 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 applicant must have a high school degree. (Copy of the original degree is requested)
- The applicant must have a driving license specified with Type "D". (Copy of the original license is requested)
- At least two years of working experience in driving.
- Having sufficient mechanical experience related to vehicle maintenance.
- Ability to travel inside and outside the country.

- Good command of English is requested.
- High communication skills.
- The applicants must be based in Aleppo.

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 Saturday, August 15th 2026.

Only shortlisted candidates will be contacted

