



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 **Operations Officer- Procurement / Aga Khan Schools** for its office in Salamieh.

The Aga Khan Schools (AKS) is a network of 200 schools, more than 100 non-formal education programme centres and eight hostels in 11 countries in East Africa and South and Central Asia. It serves close to 100,000 students from the age of 18 months to adulthood each year, with the support of over 6,600 teachers and staff. AKS comprises the Aga Khan Education Services (AKES) and the Aga Khan Academies (AKA). AKES is one of the largest private, not-for-profit, non-denominational, pre-tertiary education networks in the world. AKA is an international network of non-denominational, co-educational, residential schools. Together, they aim to provide high-quality education to students across the Global South, helping them to develop into leaders who can positively impact the people in their communities.

JOB SUMMARY:

The Operations Officer- Procurement is responsible for cooperating with the procurement team to achieve the procurement department's goals in accordance with AKFS procurement policy. The incumbent will work closely with the Operation Coordinator- Procurement and report programmatically to the AKS Head of Academics.

ROLES AND RESPONSIBILITIES:

- Do market research and assessment for new and robust portfolio suppliers in a relative-to-work business. Including establishing the item tree and the relevant suppliers lists.
- Establish a questionnaire and criteria to judge suppliers' real capability.
- Assist in the establishment and following of implementation of frame agreements.
- Coordinate with project staff to set the procurement annual work plan and follow up on AWP implementation.
- Collaborating with program staff to ensure the accuracy of Purchase Requests (PRs).
- Prepare/Assist in the preparation of solicitation documents.
- Prepare and manage EAS (Evaluations Analytical Statement).
- Prepare/Assist in the preparation and management of POs, and contracts.
- Coordinate with the finance team to follow up on payments.
- Ensure the rightness of the procurement of full documents before payment.
- Assist in preparing regular and end-of-year procurement reports.
- Participate in the continuous improvement process of the procurement dept, by adding to the rationale of the sequence of lessons learnt, suggested solutions, and issue-solving.
- Ensure the compliance of the procurements with the policy and relevant code of conduct.
- Ensure procurements are proceeded as per AKF/donors' standards.
- Ensure the requester has their requests done in a timely manner.
- Do accurate archiving of all procurement documents.
- Act as adviser for procurement and market analysis.

- 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.
- Work with the team to foster a high-performance, inclusive, and collaborative work environment.
- Provide mentoring and capacity development support as needed
- In addition to the responsibilities outlined above, you may be required to perform other duties to support the team and organisational objectives.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's Degree in Economics.
- One year of experience in the procurement field.
- Excellent interpersonal, negotiation, problem-solving and communication skills.
- Good analytical skills and attention to detail.
- Ability to work independently and within a team.
- Ability to multitask and work under pressure
- Good command of English and proficiency in Microsoft Office.

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 Tuesday, March 31st 2026.

Only shortlisted candidates will be contacted