مؤسســـــة الآغـــا 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** for its office in Salamieh.

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 report directly to the Procurement Coordinator.

ROLES AND RESPONSIBILITIES:

- Do market research for new and robust portfolio suppliers in a relevant-to-work business.
- Conduct local market surveys to assess the true capabilities of suppliers.
- Coordinate with project staff to set the procurement annual work plan and follow up AWP implementation.
- Check the accuracy of the Purchase Requests (PRs).
- Prepare and oversee EAS (Evaluation Analytical Statement).
- Prepare and oversee Purchase Orders (POs), and contracts.
- Coordinate with the finance team to follow up on payments.
- Ensure all procurement documents are completed and accurate prior to payment.
- Prepare 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 learned, suggested solutions, and issue-solving.
- Ensure the compliance of the procurements with the policy and the relevant code of conduct.
- Ensure procurements are processed as per AKF/donors' standards.
- Ensure the requester has their requests done in a timely manner.
- Do accurate archiving of all procurement documents.
- 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

- Bachelor's degree in Procurement, Business Administration, Economics, or a related field.
- Two years of experience in the procurement field, preferably in a nonprofit organization.
- Good knowledge of the local market.
- 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 November 17th 2026.

Only Shortlisted candidates will be contacted.

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