



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 **AKES Project Manager, Facilities / Aga Khan School Programs**, in 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 Project Manager coordinates, leads and participates in the inspection, auditing, scoping, designing, renovation, and ultimate handover of the properties to be used for ECDs. The properties are to conform to AKS minimum facilities standards and academic requirements for use as an ECD centre. The position takes a 'hands-on' role liaising with all internal departments within AKS and external stakeholders, leading to the management of the designers (where applicable) in the refurbishment project, including the development of procurement routes to ensure a robust and capable supply chain evolving into the management of ECD refurbishment project to the desired budget, quality, safety, and timing parameters. The incumbent will report directly to the AKS Syria Head of Academics.

ROLES AND RESPONSIBILITIES:

- Manage and lead the scope of works preparation, design and procurement of construction, specifically required for each project
- Take responsibility for the delivery of each project in line with the agreed cost budgets.
- Conduct regular briefing and coordination meetings with management, work closely with all stakeholders and Senior Management and prepare necessary construction progress/procurement/cost reports.
- Lead, direct and oversee the planning and design of each project, including the performance of the architects/designers/where applicable
- Manage the refurbishment project and monitor the performance of the contractors, architects etc.
- Be ultimately responsible for all procurement, quality control, scheduling, costing, safety aspects
- Prepares and manages annual budgets for refurbishment plans and activities.
- Prepares and presents reports on a timely basis for senior management.
- Ensure the refurbishment plan and program is well coordinated with the AKS academic and other programmatic development.
- Lead, manage and coordinate the economic fallout activities, working in close conjunction with other AKDN agencies and institutions.

- Develop, manage, and coordinate suitable training courses for the economic fallout effort.
- Liaise with various Government agencies to ensure all permissions are in place.
- Manage the prequalification of contractors:
- Analyze the full costing and tendering process.
- Value engineering during tender and post-contract signing.
- Site visits, assessments, and projections for future work
- Manage the preparation of tender documentation
- Undertake cost analysis for repair and maintenance project work.
- Manage obtaining prices from local suppliers and service providers for works, materials, and services as required.
- Manage the tender negotiations to obtain maximum value for money and mitigate project and contract risk.
- Cost of changes and agreement with the contractor
- Review of final accounts
- Reporting cost estimates and forecasts
- Full control of funding requests and expenses
- Prepare and manage annual budgets by the expectations and guidance of AKS management and the Board.
- Oversee the management and maintenance of all ECD centre facilities to ensure they are safe, functional, and child friendly.
- Conduct regular inspections and coordinate maintenance and repairs to address safety hazards and operational needs.
- Ensure ECD facilities comply with health, safety, child safeguarding, and regulatory standards, including fire safety and secure access.
- Support the planning and development of new ECD centres by providing technical input on facility design, readiness, and handover.
- Manage facility staff, cleaning teams, and service providers supporting ECD centres.
- Coordinate with ECD programme teams to ensure facilities meet educational and operational requirements.
- Provide facilities-related technical support to the development of schools and other infrastructure projects, as required.
- Assist, when requested, with other specific AKS projects in Syria, in addition to ECD centre facilities.
- Support inspections, maintenance planning, and reporting for non-ECD facilities under assigned projects.
- Prepare reports on facility conditions, maintenance activities, and compliance across all assigned facilities.
- Coordinate with contractors, service providers, and internal teams to ensure timely and quality facility management.
- 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



QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's or Master's degree in Project Management, Architecture, Engineering, Construction Management, or Business Administration.
- At least 5 years of project management experience in a construction project management setting, preferably in education facilities.
- Proven record in the delivery of projects from inception to operation:
 - Pre-Construction Phase (Project Initiation, Conceptualization and planning, Design Development, Procurement)
 - Construction Phase (Mobilization, Site preparations, Structural and Building works, Finishes and MEP Systems, Testing and commissioning, Handover)
 - Post-Construction Phase (Operation and Maintenance, Occupancy, Warranty period, Project closeout)
- Proven records of managing multi-work package projects utilizing local supply chains
- Proven records of managing renovation projects, managing multiple projects at the same time and proven records of value engineering.
- Ability to develop and maintain recordkeeping systems and procedures.
- Knowledge of contract documents, specifications, and project management.
- Strong interpersonal and communication skills and the ability to work effectively with various constituencies in a diverse environment.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Skilled in the use of computers with knowledge of computer security and audit procedures and requirements.
- Ability to work with AUTOCAD, REVIT,
- Ability to coordinate and/or supervise independent multiple contractors and make administrative and procedural decisions.
- Ability to read, understand, follow, and enforce safety procedures.
- Clear proven record in the supervising and mentor / train employees and foster a cooperative work environment and ensuring clear future succession pathways.
- Knowledge of mechanical systems, building materials, and emergency maintenance, green building technologies, Net Zero initiatives and emergency and disaster recovery planning
- Fluency in written and spoken communication in English and Arabic

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

