



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 **Early Childhood Development (ECD) Project Officer** for its office in Lattakia for a period of one year.

### **JOB SUMMARY:**

The ECD Project Officer is responsible for the day-to-day planning, implementation, monitoring, and quality assurance of the Early Childhood Development portfolio within the GIZ project framework. This role ensures that field-level ECD interventions are delivered effectively, are context-appropriate, and adhere to high technical standards, including GIZ requirements and international ECD frameworks.

The incumbent will report directly to the Area Program Officer.

### **ROLES AND RESPONSIBILITIES:**

- Contribute to the contextualization and execution of detailed implementation plans for ECD activities under the GIZ project, ensuring alignment with the technical design and donor requirements.
- Apply, adapt, and monitor the use of ECD technical tools, training packages, and curricula.
- Support adherence to international, organizational, donors' technical standards and quality benchmarks across all ECD activities (ECD centers, home-based care, parenting programs, etc.).
- Proactively identify and address implementation challenges, adapting approaches in response to access, security, or seasonal constraints in coordination with the Area Program Officer.
- Support the ECD lead in design and deliver training sessions and Training of Trainers workshops for ECD facilitators, community volunteers, partner staff, and parents/caregivers.
- In coordination with ECD lead adapt training materials to the local context, ensuring they meet GIZ and organizational quality standards.
- Organize and facilitate refresher training, on-site coaching, and learning circles to sustain capacity.
- Support cascade training models (ToT) where trained facilitators train others, ensuring knowledge transfer and sustainability.
- Document training outcomes and use feedback to improve future training events.
- Support and guide ECD Assistants working on the GIZ project.
- Conduct regular follow-ups, field coaching, and performance reviews.
- Provide indirect technical support and mentorship to partner associations, trainers, and community facilitators.
- Ensure systematic field data collection using MEAL tools, analyze basic trends, and use findings for timely programmatic adjustments.
- Prepare and submit high-quality area-specific activity reports, progress updates, and incident reports to the ECD and EDU Area Program Officer.

- Proactively ensure the implementation of Child Protection and Safeguarding and Code of Conduct policies at the field level, including facilitating safe reporting channels.
- Support field-level assessments, needs identification, and program evaluations in coordination with the Area Program Officer and MEAL teams.
- Serve as the primary ECD focal point for the GIZ project with local communities, authorities in coordination with Area program officers.
- Participate in relevant local-level coordination meetings (ECD sub-clusters, GIZ partner meetings) as delegated by the Area Program Officer.
- Manage logistical and administrative coordination with Area Office support teams (finance, operations, logistics) to ensure timely procurement and delivery of ECD program supplies, resources, and payments. Assist in basic activity-level budget monitoring, specifically for GIZ project activities.

### **QUALIFICATIONS AND REQUIREMENTS:**

- The applicants should have a Bachelor's Degree in Early Childhood Development, Education, Social Sciences, or a related field.
- Four years of progressive experience in implementing and managing ECD programs in humanitarian or development contexts, with at least 2 years in a field-based or area office setting.
- Experience with budget tracking and basic financial management related to project activities.
- Demonstrated experience in designing and delivering training to adult learners.
- Formal Training of Trainers (ToT) certification or proven experience in facilitating ToT workshops and cascade training models.
- Excellent skills in local-level coordination and representation with community leaders, government officials, and partners.
- Practical experience in field monitoring, data collection, and reporting.
- Excellent communication, teamwork and collaboration skills.
- Ability to work under pressure and handle multiple tasks.
- Good planning and organizational skills.
- Willingness and ability to travel extensively within the area of operation.
- Context-specific knowledge and existing networks within the assigned geographical area.
- Fluency in English and Arabic (written and spoken).

### **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 31<sup>st</sup> 2026.**

**Only shortlisted candidates will be contacted**

