



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 **Emergency Preparedness and Response Assistant- Emergency Management** for its office in Salamieh.

JOB SUMMARY:

The Emergency Preparedness and Response Assistant is responsible for supporting the implementation of emergency preparedness and response activities. This includes supporting the establishment and maintenance of Community Emergency Response Teams (CERTs), coordinating preparedness activities, organizing trainings and simulation exercises, maintaining emergency equipment and documentation, supporting community awareness initiatives, contributing to the effective implementation of emergency preparedness projects, and supporting emergency response operations during actual incidents and emergencies as required. The incumbent will report directly to the Community Safety Management Officer and work under the functional guidance of the Relief & Resilience Program.

ROLES AND RESPONSIBILITIES:

- Implement basic, continuous, refresher, and specialized training programs for Community Emergency Response Teams (CERTs) and other response teams in accordance with AKF-approved curricula, methodologies, and technical standards to maintain operational readiness.
- Develop, update, and deliver training materials, practical exercises, simulation drills, and capacity-building activities based on operational priorities, identified needs, and assessment findings.
- Support the establishment, recruitment, onboarding, organization, and follow-up of CERT volunteers and other community response groups, including maintaining volunteer records and monitoring participation and performance.
- Assist in coordinating and following up preparedness activities, field interventions, and emergency response operations in line with approved work plans and guidance from the Community Safety Management Officer and EOC Director.
- Support the distribution, maintenance, inventory management, and operational readiness of emergency equipment, PPE, Response warehouses, and other preparedness assets required for training and emergency operations.
- Maintain accurate activity documentation, training records, attendance sheets, volunteer databases, inventory files, and support data collection, monitoring, and preparation of weekly, monthly, quarterly, annual, and ad-hoc reports.
- Participate in emergency response operations when activated, including supporting field coordination, Emergency Operations Center (EOC) functions, information management, and operational documentation.

QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Bachelor's Degree in Emergency Management, Disaster Risk Reduction, Public Health, Social Sciences, or another relevant field.
- At least 3 years of experience in emergency preparedness, emergency response, rescue, first aid, humanitarian response, civil defence, or related fields.
- Demonstrated experience in designing, facilitating, and delivering technical training programs.
- Certified trainer or holder of recognized Training of Trainers (ToT) and/or other relevant technical training certificates is highly desirable.
- Experience in inventory management, emergency equipment, PPE, and warehouse operations is an asset.
- Strong organizational and administrative skills.
- Strong communication, facilitation, presentation, coordination, and interpersonal skills.
- Ability to work independently and within a team.
- Ability to manage multiple tasks and perform effectively under pressure and in field environments.
- Good report writing and documentation skills in Arabic and English.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Good command of English.

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 application submission is Thursday, August 20th 2026.

Only shortlisted candidates will be contacted

