



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 **Human Resources Officer** for its office in Salamieh.

### **JOB SUMMARY:**

The Human Resources Officer is responsible for implementing the HR functions, regulations, and procedures. This includes overseeing the contract management process and supervising disciplinary cases. He /she shall also be responsible for providing the required support in the recruitment and selection process. The incumbent will report directly to the Head of the Human Resources Dept.

### **ROLES AND RESPONSIBILITIES:**

- Oversee the contract management process, including preparation of employment contracts, addenda, and letters for compensation/designation adjustments.
- Supervise disciplinary and grievance cases in collaboration with the Head of HR Dept, ensuring timely and appropriate responses.
- Design and execute comprehensive onboarding and induction plans that cover AKF/HR Policies for new employees and interns.
- Participate in the recruitment processes, including reviewing job descriptions, posting vacancy announcements, screening applications, coordinating and conducting interviews, and completing reference checks when required.
- Prepare and send employment offers to the selected candidates and follow up on the probationary evaluation process for newly hired employees.
- Ensure all employees' personnel files, including records of grievances, performance appraisals, promotions and disciplinary actions, are systematically maintained and updated as necessary.
- Support internal and external HR audits, spot checks, and compliance reviews, and follow up on audit findings.
- Supervise the translators' team, ensuring accurate and timely translation of materials for projects and departments.
- Ensure the accuracy of the HR Database and provide relevant information upon request.
- Administer and manage the Human Resources Information System (HRIS) for staff.
- Monitor and ensure compliance with HR policies, including the implementation and adherence to the HR Manual.
- 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**

- The applicant must have a Bachelor's Degree in Human Resources, Economics, Business Administration, or a related field.
- At least two years of HR experience, preferably with NGOs or development organizations.
- Strong time management, dispute settlement, and problem-solving skills.
- High level of confidentiality, accountability and integrity.
- Strong multitasking and organizational skills.
- Excellent teamwork and communication skills.
- Excellent command in Arabic and English (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 Thursday, July 9<sup>th</sup> 2026.**

**Only shortlisted candidates will be contacted.**

