



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 **Planning & Scheduling Engineer for the Built Environment Program** for its office in Salamieh.

### **JOB SUMMARY:**

The Planning & Scheduling Engineer is responsible for developing, maintaining, and controlling integrated project schedules, work plans, and progress-monitoring systems for infrastructure projects under the Built Environment (BE) Programme. Reporting to the BE Programme Manager, the role provides planning and project control support across BE programme and works closely with Construction, WASH, Design, Renewable Energy, Procurement, MERL, and Finance teams to support timely, cost-aware, and well-coordinated programme delivery in line with AKDN Construction Standards, donor requirements, and AKF policies.

### **ROLES AND RESPONSIBILITIES:**

#### ➤ **Programme and Project Planning & Scheduling:**

- Develop and maintain baseline and updated project schedules (WBS, activity sequencing, durations, critical path) for construction, rehabilitation, and reconstruction projects.
- Support preparation of Annual Work Plans (AWPs) and detailed implementation schedules in coordination with technical leads and Programme Management.
- Align schedules with procurement plans, mobilization sequences, cashflow forecasts, and donor milestones, using planned-versus-actual progress and expenditure tracking and milestone monitoring tools.
- Identify schedule risks, bottlenecks, and dependencies, and propose mitigation and recovery measures.
- Provide planning inputs to feasibility studies, technical designs, and proposals, including time-phasing assumptions and seasonal constraints.

#### ➤ **Project Control and Performance Management**

- Support Construction, WASH, Renewable Energy lead and other BE initiatives in contractor management by reviewing, validating, and monitoring contractors' implementation schedules to ensure their accuracy, feasibility, and alignment with approved project timelines, resources, and sequencing.
- Monitor contractors' progress against approved schedules and support the identification of delays, risks, and corrective or recovery measures to maintain overall project timelines.
- Support cashflow forecasting and commitment tracking in coordination with Finance and programme teams.
- Prepare regular planning and scheduling reports, including progress status, schedule variance, and risk analysis, for internal management and donor reporting.

- Monitor contractors' progress against approved schedules and support the identification of delays, risks, and corrective or recovery measures to maintain overall project timelines.
- Prepare and submit regular planning and progress reports, including schedule updates, variance analyses, and key risks and mitigation measures, to the BE Programme Manager and relevant technical leads to support timely decision-making and corrective actions.
- Support formal change control and schedule re-baselining processes by documenting, analyzing, and validating the time impact of approved scope changes, variations, and external constraints, in coordination with the BE Programme Manager and relevant technical leads.
- Identify, monitor, and manage key interfaces and dependencies between contractors, technical disciplines, procurement activities, and project sites to minimize schedule conflicts and implementation delays.
- Support planning and scheduling of testing, commissioning, inspections, and handover activities to ensure readiness for operational use and timely completion of project milestones.
- Support consolidation of project schedules at programme level, providing portfolio-wide progress summaries and forward-looking analyses to inform management decision-making and prioritization.

#### ➤ **Procurement, Implementation Alignment, and Site Support**

- Integrate procurement and logistics timelines (tendering, contracting, long-lead items, deliveries) into project schedules.
- Coordinate closely with Construction, WASH, and Design teams to validate progress measurements and adjust sequencing as required.
- Participate in coordination meetings and site visits as required to verify progress and planning assumptions.

#### ➤ **Monitoring, Evaluation, Research, and Learning (MERL)**

- Support the integration of planning and scheduling data into project monitoring and evaluation frameworks.
- Contribute to tracking time-related performance indicators, including milestone achievement and schedule variance.
- Support post-project reviews and lessons learned exercises on planning accuracy and delivery performance.

#### ➤ **Coordination, Communication, and Compliance**

- Prepare planning and scheduling inputs for donor and internal narrative and technical reports.
- Ensure planning activities comply with AKF policies, donor requirements, and applicable standards, including integration of safeguarding, occupational health and safety (OHS), and environmental and social health and safety (ESHS) considerations into schedules.
- Promote accuracy, accountability, and continuous improvement within the Project Control unit.

#### ➤ **Gender and Safeguarding:**

- 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 Civil Engineering, Construction Management, Planning, or a related discipline.
- Minimum three years of experience in project planning, scheduling, or project control for construction or infrastructure projects.
- Proven experience in developing and managing detailed project schedules for multi-component projects.
- Strong knowledge of planning methodologies, Critical Path Method (CPM), and progress-tracking techniques.
- Experience supporting procurement planning, cashflow forecasting, and donor-funded projects is an asset.
- Strong analytical, organizational, and communication skills.
- Excellent written and verbal communication skills in English and Arabic.
- Ability to work effectively with multidisciplinary teams and under tight deadlines.
- Familiarity with AKDN Construction Standards and development or humanitarian programme environments is an advantage.

### **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](#)

Please note that applications submitted through any other platforms will be excluded directly.

**Deadline for application submission is Sunday March 8<sup>th</sup> 2026.**

**Only shortlisted candidates will be contacted.**

