



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 **Community Development Officer** for its office in Tartous for a period of one year.

The Stabilisation Programme for Coastal Areas is part of the Community Development programme of AKF SYR. It aims to enhance social cohesion, improve local living conditions through strengthened community capacities for action and strengthen local community capacities to implement participatory and accountable community-led initiatives that enhance social cohesion and respond to community needs.

JOB SUMMARY:

The Community Development Officer is responsible for facilitating and managing community development processes. This includes forming and mobilizing organizations, empowering them to address their needs and priorities, implementing project-based initiatives, and ensuring a conducive environment for project activities. The incumbent will report directly to the Area Manager and work under the functional guidance of the Community Development Program.

ROLES AND RESPONSIBILITIES:

- Contribute to the design of the Annual Work Plans (AWP) by conducting context analysis for targeted areas and managing Participatory Rural Appraisal (PRA) activities and processes.
- Participate in the design of Community Models, identify and collaborate with local partners (NGOs, CBOs, social service centers, etc.) to implement these models, and select targeted areas.
- Form and mentor Community-Based Organizations (CBOs) and community groups in targeted areas. This includes designing organizational structures, developing bylaws tailored to their roles and activities, and ensuring their effective functioning.
- Build trust and establish partnerships with Civil Society Organizations (CSOs) and facilitate their access to the project activities.
- Enable CSOs to identify and address their needs, ensuring the use of gender-sensitive criteria for beneficiary identification.
- Conduct training's need assessment of CSOs, design and implement capacity building plan which includes providing training on governance and managerial skills and management, planning, and implementation of gender-sensitive and climate resilient initiatives, and other instructional capacity building training and exposure to best practices
- Track and follow up with the CSOs on the community models' establishment process, and later manage the community models, ensuring that all activities are implemented in accordance with AKF and donor policies, procedures, and requirements.
- Oversee the preparation and management of proposals and agreements with local associations and community groups, including planning and liquidation processes. Ensure all agreements align with project and donor requirements.

- Coordinate with relevant AKF staff to manage and oversee asset allocation and disposal in collaboration with local partners and community groups.
- Support and participate in monitoring and evaluation (M&E) activities under the guidance of the MERL Officer, including developing pre- and post-assessments and collecting relevant data and information.
- Develop case studies to highlight best practices, lessons learned, and success stories from the field. Prepare detailed progress reports (monthly, quarterly, annual, and ad-hoc) for the Project Coordinator.
- Coordinate with other Community Development Officers to ensure effective community mobilization and collaboration across projects.
- Conduct due diligence on associations and provide annual updates about each LNGO.

QUALIFICATIONS AND REQUIREMENTS:

- The applicants should have a Bachelor's Degree in Social Development or other related fields.
- Two years of prior professional experience in community mobilization and participatory community development with international and/or local NGOs.
- Good knowledge and skills in project planning, implementation, and monitoring.
- Knowledge and understanding of gender equality principles and integration in project planning, budgeting, implementation, monitoring, and evaluation.
- Has an intimate understanding of communities,
- Excellent negotiation, teamwork, communication and interpersonal skills.
- Have a high level of personal motivation, and ability to work under pressure.
- Good command of English and computer skills.

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 17th 2026.

Only shortlisted candidates will be contacted

