



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) Manager, Aga Khan Schools** for its office in Salamieh.

#### **JOB SUMMARY:**

The ECD Manager will provide senior leadership for ECD programmes in Syria. She/He will act as the field-based lead for ECD operational and programmatic activities. The ECD Manager will work diligently to promote holistic early childhood policies and practices across regions and will oversee quality improvement initiatives that result in improved outcomes for families with children in birth-to-six years.

The ECD Manager is a visionary who will oversee operational management of all ECD programs and activities and build the program's capacity to serve its multiple functions (diverse pre-primary programmes for families with children birth to age 6). Key to this is developing a national hub for training and program development activities and ensuring the quality of all programmes. They will also work diligently to promote holistic early childhood policies and evidence-based practices across regions. Promoting improved learning and the achievement of development targets for children birth-six and their families includes several key responsibilities, i) oversight for all curriculum activities and related resources, ii) managing developmental monitoring and assessment of children, iii) delivering teacher training, parent education and health promotion programmes. Through developing and maintaining community partnerships with key stakeholders and strict adherence to all relevant regulatory policies and procedures, the ECD Manager will be accountable for ensuring the establishment of good quality sustainable programmes and a qualified ECD workforce.

The incumbent will report directly to the Head of Academics Syria.

#### **ROLES AND RESPONSIBILITIES:**

- Provide leadership and guidance to support the smooth operations of all aspects at all ECD centers in order to best serve children and families.
- Provide overall leadership to ensure ECD programs meet quality benchmarks by establishing clear staff roles and accountability mechanisms, while overseeing performance management, continuous coaching, and corrective action processes.
- Develop sustainable relationships with a variety of stakeholders, including Government officials and members of AKDN and other community-based institutions.
- Lead, train, and motivate staff from diverse cultural and educational backgrounds.
- Leading the operational establishment of new ECD programmes across rural and urban areas of Syria.
- Demonstrate diligence and organization in managing all aspects of financial operations assuming responsibility for the programme budget.
- Conduct research and facilitate the monitoring of programmes and use evidence to improve the quality of the programme.
- Use knowledge of child development, responsive care practices, and early years' pedagogy to build capacity of staff to deliver a good quality early years programme.
- Maintain a high degree of professionalism at all times through organizational skills, attention to detail, and apply sound judgment and discretion in confidential matters.

- Provide supervision, leadership, coaching and support to programme staff in planning, assessment, and professional development.
- Monitor implementation and dissemination of good practice for program partners.
- Revise training and teaching plans as needed with respect to the curriculum in both languages (English and Arabic)
- Remain up to date with changing early years of practices and ensure compliance with any national and legal regulations.
- Develop and facilitate processes related to data collection, data management, and tracking of deliverables.
- Prepare timely and detailed reports, tracking progress and budget allocation to share with Central Office and/or other Head office designate.
- Disseminate knowledge and communications to the parent community on events, key messages, workshops, programme activities, and other matters related to the programme.
- Maintain a positive collaborative working relationship with other AKDN agencies and institutions.
- Work in a professional manner at all times with all members of the AKDN global learning community.
- Demonstrate value for the cultural diversity of all families across and communicate in a professional manner with parents and team members.
- Foster a positive, inclusive, and high-performing team culture by utilizing key counseling skills, including active listening and productive conflict resolution, while ensuring the consistent application of AKF policies, safeguarding, and the code of conduct.

## **QUALIFICATIONS AND REQUIREMENTS**

- The applicant must have a university degree in Early Childhood or Education with a focus on the Primary years. or any relevant certificate.
- Minimum of 5 years' school-based teaching experience at the kindergarten teaching level (3 to 6 years old) and experience in project management for education project or relevant project for 2 years.
- Experience in a mid or senior-level school leadership/ Management role with overall responsibility for teaching and learning outcomes.
- Three years' experience in designing and delivering professional development training for youth and adults.
- Written and spoken fluency in English and Arabic (CEFR C1 or equivalent in English)
- Excellent communicator, comfortable leading staff and interacting with community members, government and education officials.
- Able to effectively mobilize the community, including liaising and coordinating AKDN and public institutions.
- Receptive, creative, and open-minded with the ability to adapt successfully.
- Strong writing and presentation skills; able to synthesize information from a variety of sources and develop coherent and comprehensive reports.

### **Safeguarding Commitments:**

AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of doing no harm to 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, August 2<sup>nd</sup>, 2026.**

**Only shortlisted candidates will be contacted**

