



50-H-3
Approved by
Supervisor of Labour
18/10/2023

JOB DESCRIPTION ADMINISTRATION & PROCUREMENT OFFICER



POSITION: Admin & Procurement Officer
DEPARTMENT: Administration
LOCATION: Juba- South Sudan
REPORTS TO: Managing Director, South Sudan

ABOUT INKOMOKO

Inkomoko supports entrepreneurs to grow their businesses in order to improve livelihoods, create jobs, and help communities thrive.

Founded in 2012, Inkomoko has worked with more than 60,000 entrepreneurs across East Africa, including thousands of refugee entrepreneurs. Inkomoko provides a combination of training, consulting, access to finance, and market-level systems change. We are the largest lender to refugee entrepreneurs in Africa.

Inkomoko has +300 staff in 20 offices across Rwanda, Kenya and Ethiopia, and is expanding into South Sudan. Through Inkomoko's 2030 strategic plan, we are adding 4 additional countries to serve more than 550,000 entrepreneurs and growing our \$30M loan fund.

INKOMOKO VALUES

All staff at Inkomoko are connected to a shared set of organizational values:

- **Purpose:** be solutions-oriented, produce high-quality work, be a global leader.
- **Achievement:** push yourself to reach beyond what you previously thought possible.
- **Improvement:** be humble, engage in continuous growth through open & accurate feedback.
- **Bravery:** willing to take risks, create a safe space for others, be compassionate, inclusive.
- **We Eat Goat:** we celebrate success and support each other in hard times. We do this work together in the spirit of turikumwe, tuko pamoja, abren nen, urang babarengan.

THE OPPORTUNITY & RESPONSIBILITIES

The Admin & Procurement Officer is a mid-level position to provide excellent administrative support and customer services to Inkomoko's departments, serving under the supervision of the Managing Director. The Administration & Procurement Associate will ensure that daily office operations are performed in a seamless and efficient manner, supervise an administrative staff of 10, and will manage Inkomoko's many vendors and suppliers. Specifically, the Admin & Procurement Officer will:

Specific responsibilities

Administrative Support & Management (40%)

- Supervise support staff including drivers, receptionist, cleaners and security guards, ensuring they are well informed, coordinated, and are facilitated to do their jobs well.
- In collaboration with the Communication Manager, plan and organize company events.
- Support HR Team in new staff onboarding, office safety and security, and all company Covid protocols
- Support the Management in Admin duties such as drafting letters, scheduling meetings, filing, etc.





- Put in place and manage a centralized online and offline filing system for the company.
- Support staff members who are refugees or expatriates in obtaining necessary work permits, visas, and other documentation required to work legally in the host country, ensuring compliance with local laws and regulations.

Asset Management & Logistics (30%)

- Office management of all company locations, including Nairobi, Eldoret, Mombasa, Garissa and all 5 refugee camp offices
- Be responsible for company's non-technology assets, including acquisition, asset tagging, maintenance, and disposal.
- Ensure company vehicles are safe and always insured, and work with the Head Driver for proper maintenance of company vehicles (valid 'Vehicle inspection certificate')
- Manage travel logistics for the company by arranging and coordinating travel plans, including booking transportation and accommodation.

Procurement & Vendors Management (30%)

- Manage the company's procurement process in compliance with the organization operations manual.
- Supplier contracts management: maintain a relationship with suppliers, negotiate and review services offered by suppliers for quality purposes; verify vendor invoices and deliveries and make sure that all supporting documents were received and correct before proceeding with payment.
- Ensuring the office is always well stocked, purchasing needed supplies/stationary within budget.
- Prepare payment requisition documents for approval.
- Update and maintain supplier/vendor roster in company's database.

WHO WE ARE LOOKING FOR:

Successful candidates will embody our organizational culture and mission to support entrepreneurs. Our work environment is fast-paced, positive, solutions-oriented, and we have very high standards.

Qualifications include:

- An undergraduate degree required, ideally in procurement or management.
- 5+ year experience in office management, procurement, or other similar roles
- Strong organizational skills and professional writing skills
- Exceptional usage of G-suite, Microsoft Office (Word, Excel, ...), etc.
- Experience with administrative tasks – filing, copying, letter writing, etc.
- Proactive mindset
- Exceptional attention to detail
- Absolute confidentiality and discretion is required of this sensitive position
- Fluent in written and spoken English and spoken Arabic.



WHAT YOU'LL GET

This role is inside a high-growth, mission-driven social enterprise. By joining, you'll access:

- Competitive salary, and potential KPI-based bonus
- Incredible company culture, including deep investment in your learning and growth.
- Diverse colleagues and policies that show our commitment to equity and inclusion.
- Talented, passionate, and committed team colleagues across the region
- Ability to make a significant social impact to your community.
- Generous health insurance, staff savings, parental leave, sabbatical, and more benefits.





TO APPLY

If you're excited about this role, please submit your cover letter and CV and salary expectations to www.inkomoko.com/careers by 30th November 2023

Applications will be reviewed on a rolling basis.

Hand delivery of applications should be done to INKOMOKO office, located at Afex Hotel, Juba

If you have any questions, please address them to Director of People and Culture
peopleteamss@inkomoko.com

DEADLINE: Open until filled. Please apply as soon as possible.

Only qualified candidates will be contacted for additional information.

As a company we have policies in place that promote diversity, equity and inclusion at all levels.

We do not employ staff whose background is not suitable. All employment is conditional upon the successful completion of all applicable background checks.

