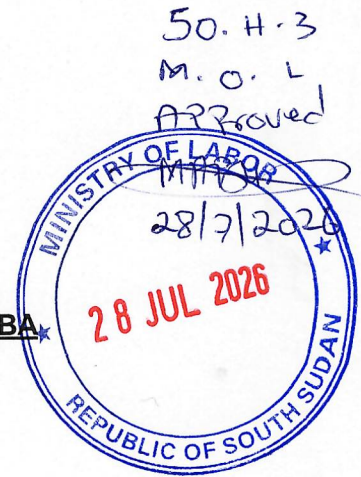




JOB DESCRIPTION : INVESTMENT ASSOCIATE - JUBA

JOB TITLE: Investment Associate - Juba
DEPARTMENT: Investment
LOCATION: Juba
REPORTS TO: Investment Manager - Juba
DATE OF ADVERT: 28th/07/2026
CLOSING DATE: 17th/08/2026

ABOUT INKOMOKO

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

In 2026, Inkomoko was listed by the *Financial Times* as the 5th fastest-growing company in Africa, supporting entrepreneurs across East and Central Africa to grow thriving businesses and build inclusive, resilient economies.

Founded in 2012, Inkomoko has worked with more than 100,000 entrepreneurs, including thousands of refugee entrepreneurs. Inkomoko provides a combination of training, consulting, access to finance, and market-level systems change. We are the largest investor to refugee entrepreneurs in Africa.

Inkomoko has 900+ staff in 50 offices across Chad, Ethiopia, Kenya, Rwanda, and South Sudan. Through Inkomoko's 2030 strategic plan, we are adding 3 additional countries to serve more than 550,000 entrepreneurs and growing our \$30M loan fund to impact 7M lives.

INKOMOKO VALUES

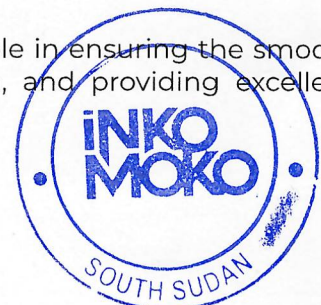
All staff at Inkomoko are connected to a shared set of organizational values:

- **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 Goats:** 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 and kulana sawa.

Inkomoko reflects the communities we serve. Displaced persons and women are strongly encouraged to apply.

ABOUT THE OPPORTUNITY & RESPONSIBILITIES

The Investment Operations Associate at Inkomoko plays a crucial role in ensuring the smooth functioning of the lending process, supporting the lending team, and providing excellent customer service to borrowers.



The following are some of the key responsibilities of an **Investment Associate** at Inkomoko:

LOAN PROCESSING & CLIENT SERVICING (20% time)

- Verify the loan applications and documentation
- Ensure compliance with the lending policies and regulations
- Prepare loan files for review by the lending team
- Respond & resolve customer inquiries,
- Maintain a positive relationships with borrowers

DATA ENTRY & RECORD-KEEPING (45% time)

- Enter accurate data into CBS
- Maintain loan records
- Update borrower information
- Organize and maintaining loan documents
- Ensure loan documents are filed correctly and can be accessed easily when needed
- Maintain accurate and up-to-date records of loan applications, processing, and disbursement

REPORTING & COMPLIANCE (25% time)

- Generate reports on loan applications, processing times, and other key performance metrics to assist in decision-making by the lending team
- Ensure compliance with lending policies, regulations, and procedures
- Communicate any issues to the lending team.

PROCESS IMPROVEMENT & COORDINATION (10% time)

- Identify areas for process improvement and advise the team
- Recommend changes to improve the efficiency and effectiveness of the lending process
- Coordinate with other departments within the organization to ensure smooth functioning of the lending process

WHO WE ARE LOOKING FOR

Investment Operations Associate will be a trusted partner of Inkomoko South Sudan Jamjang clients, and basic qualifications Include:

- A University degree in Finance or other related field
- Must speak fluent English and South Sudanese Arabic.
- Experience in loan management, microfinance, capital leases, and access to finance for Micro and Small businesses is STRONGLY preferred
- Prior experience dealing with customers/debt in a lending environment
- Prior experience in Loan management system software
- Very strong attention to details and good follow through
- Comfort with the civil court system, and previous experience in litigation preferred
- Unrelenting perseverance, personal integrity, and critical thinking skills
- At least 2 years of work experience in relevant or applicable field
- Must be able to legally work in South Sudan.



WHAT YOU'LL GET

This role is a tremendous opportunity to work in a high-growth, mission-driven organization. Our compensation includes both a great culture and a competitive market-based package, including:

- Incredible company culture, including deep investment in your learning and growth, and a commitment to inclusion and diversity
- Opportunity to work with a talented, passionate, and committed team of professionals across the region
- Ability to make a significant social impact and contribute to economic growth
- Competitive salary, and potential KPI-based bonus
- Favorable policies like health insurance, staff savings program, parental leave, sabbatical program, and more.

TO APPLY

If you're excited about this role, please submit your CV through our online job portal <https://inkomoko-job-portal.web.app/home> or Hand deliver to Inkomoko Office at Africa Building 5th Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan by Aug 17th, 2026. Please clearly indicate the position you're applying for at the right corner of the envelope.

*Inkomoko is committed to justice, diversity, equity and inclusion. As we seek to reflect the communities we serve, **refugees and women are strongly encouraged to apply**. As a company we have policies that ensure fair treatment in the application process.*

NB: Only shortlisted candidates will be contacted. Employment is conditional upon successful background checks and other verification as needed.

All offers of employment will be subject to satisfactory references and background screening checks. Inkomoko also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual misconduct, fraud, or abuse. By applying, the job applicant confirms his/her understanding of these recruitment procedures.

