



JOB DESCRIPTION – TRAINING MANAGER SOUTH SUDAN

POSITION: Training Manager - South Sudan

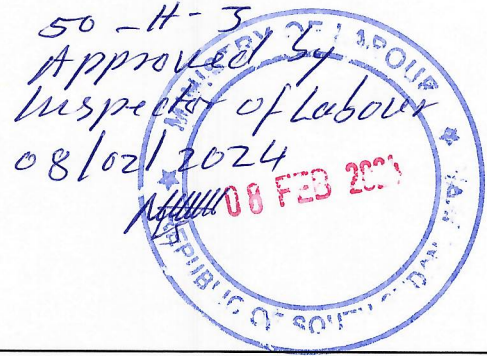
DEPARTMENT: BGS - South Sudan

LOCATION: Juba

REPORTS TO: BGS Director

DATE OF ADVERT: 08/02/2024

DEADLINE: 27/02/2024



ABOUT INKOMOKO

Inkomoko supports entrepreneurs to grow their businesses 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 380+ staff in 30 offices across Rwanda, Kenya, Ethiopia, and South Sudan. Through Inkomoko's 2030 strategic plan, we are adding 4 additional countries to improve the lives of more than 7.6M people by serving more than 550,000 entrepreneurs and investing \$150M into refugee & host communities across Africa.

INKOMOKO VALUES

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

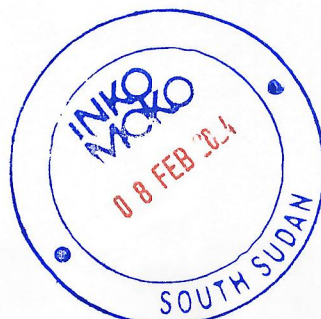
- **Purpose:** be solutions-oriented, produce high-quality work, be a global leader.
- **Achievement:** push yourself to reach beyond what you previously thought possible.
- **Improvement:** be humble, engage in continuous growth through open & accurate feedback.
- **Bravery:** willing to take risks, 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.

Inkomoko is an affirmative action/equal opportunity employer. Refugees, women, and persons who reflect the diverse communities we serve are strongly encouraged to apply.

ABOUT THE POSITION & RESPONSIBILITIES

Business Growth Services Management (10 %)

- Perform annual and quarterly staff reviews of team staff.
- Serve on the Inkomoko Management Team, providing strategic direction and leadership.
- Supervise and coach a training team to deliver excellent training to all Inkomoko clients.





- Cooperate closely with the Director of Business Growth Services on activities and performance.
- Onboard, manage, coach, and develop trainers and support team to ensure high quality services.

Training Development and Implementation (80%)

- Manage training in all Inkomoko locations for all projects in the Business Growth Services Department.
- Prepare and manage training calendars for each project in accordance with partner and client needs.
- Implement training as part of the ongoing services for Inkomoko clients & partners.
- Develop new and review existing content to match client needs and Inkomoko strategy.
- Deploy a wide variety of training methods and stay updated on the latest training trends.
- Recommend clients that need extra/specific attention to the relevant consulting team.
- Coordinate with other managers about the training to clients and partners to ensure full participation.
- Draft training reports.
- Implement training for Inkomoko partners.
- Modify any training curriculum needed including supplementary materials (tools kits, bookkeeping tools, household booklets, case studies, etc.)
- Keep an up-to-date inventory of Inkomoko training and trainers.



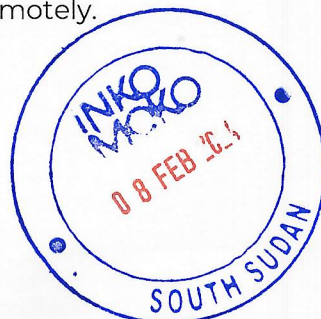
Operations & Administration (10% time)

- Record billable hours and activities in organizational tracking systems (Odoo, etc.)
- Work with the MEL team to ensure training is assessed for impact and value to entrepreneurs.
- Supervision of Senior trainers & training support associates
- Coordinate with the training team for smooth logistics and delivery of training
- Participate fully as an Inkomoko staff in all-staff meetings and other internal management roles.
- Other duties to support organizational culture and leadership.
- Support the hiring process for the Business Growth Department

WHO WE ARE LOOKING FOR:

The ideal candidate will fulfill the following requirements:

- 7+ years of work experience in relevant fields and serving entrepreneurs.
- Education requirement: MBA, Project Management, and other relevant academic qualification)
- Experience business training, facilitation, content development, business consulting, business planning, and providing business advice.
- Strong financial and accounting skills; familiarity with business financial policies
- Flexible and able to deliver results under pressure.
- Experience working and managing teams remotely.





- Excellent computer skills, especially with MS Excel, Word, project management tools (i.e.: Trello, etc.)
- Good written and oral communications skills
- Good presentation and training skills
- Shows perseverance, personal integrity, and critical thinking skills.
- Outgoing and Social
- Honest and professional
- Excellent communicator to audiences in English



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 cover letter and CV through the application portal or to Inkomoko Officer in Afex River Camps, near Konyo konyo Market, Ngong Road, Juba, South Sudan before 27th February 2024. Please clearly indicate the position you're applying for at the right corner of the envelope. This position is for South Sudanese Nationals only.

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 submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

