



JOB DESCRIPTION – BUSINESS DEVELOPMENT ADVISOR

POSITION: Business Development Advisor
DEPARTMENT: Business Growth Services (BGS)
REPORTS TO: Senior Business Development Advisor
LEVEL: Junior
LOCATION: Juba or Maban Refugee Camp (Batil, Doro, and Gendrasa) - South Sudan

ABOUT INKOMOKO

Inkomoko supports entrepreneurs - including refugees and displaced people - to grow their businesses in order to improve livelihoods and to create thriving communities.

Founded in 2012, Inkomoko has worked with nearly 60,000 entrepreneurs, and provides a combination of training, consulting, access to finance, and market-level systems change. Inkomoko has 350+ staff in 18 offices across Rwanda, Kenya, Ethiopia, and South Sudan with plans to reach 550,000 clients in the coming years.

Inkomoko opened as an INGO in South Sudan in July 2023 with headquarters office in Juba, and programming in Central Equatorial State and Upper Nile. In year one, we will serve 600 entrepreneurs. In order to achieve this, we are looking for highly-skilled colleagues to launch the company and expand the work in the coming years.

ABOUT THE OPPORTUNITY & RESPONSIBILITIES

Inkomoko is seeking a highly talented and experienced Business Development Advisor to work directly with entrepreneurs in South Sudan to help them develop the skills to scale their businesses.

TRAINING(30%)

- Manage training for all incoming IDPs, refugees and host entrepreneurs in the Business Growth Department
- Implement training as part of the ongoing classes scheduled for Inkomoko entrepreneurs
- Identify and enroll entrepreneurs to join INKOMOKO program
- Deploy a wide variety of training methods both in person and digital - iterating as needed
- Develop new and review existing content to match entrepreneurs' needs and refugee business dynamics;
- Draft training reports and update the online reports;
- Mobilize and follow up on entrepreneurs to ensure high attendance;
- Coordinate with Training Support Associate for smooth logistics;
- Participate in capacity-building workshops on a range of topics related to business growth, including P&C, accounting, finance, marketing, human-centered design, and innovation.

STRATEGIC ADVISING & ENTREPRENEUR RELATIONSHIP MANAGEMENT(40%)

- Conduct business assessments to identify entrepreneurs' needs and market opportunities
- Develop and implement accurate financial reporting and booking systems for entrepreneurs;
- Assist entrepreneurs with the implementation of business plan recommendations;
- Advise entrepreneurs on financing and investment opportunities/challenges;
- Help entrepreneurs prepare for financing or investment opportunities (Investment and equity financing);
- Provide expert advice; help entrepreneurs to navigate challenges and make sound business decisions
- Conduct assessments of entrepreneur businesses to understand business needs, challenges, and opportunities;
- Conduct research on the industry, competitors, and customers;
- Manage entrepreneur relationships and provide a single point of contact for assigned entrepreneurs;
- Manage the schedule and delivery of services throughout entrepreneur engagements;
- Regularly track and report on the progress of entrepreneur work and deliverables;
- Maintain and organize entrepreneur files

GENERAL ADMINISTRATION (20%)

- General maintenance of entrepreneur files, reports, and coordination with colleagues.
- Contribute to staff meetings, annual retreats, and monthly entrepreneur Services meetings.
- Participation in ongoing entrepreneur tracking and implementing Inkomoko's impact evaluation programs every quarter/year
- Represent Inkomoko in partners' meetings and any other events in camps as assigned
- Participate in the development of Inkomoko goals, strategies, and planning
- Represent Inkomoko in the local business community and at conferences or other events
- Keep up to date on the latest business and industry trends in South Sudan and across East Africa

CANDIDATE QUALIFICATIONS

Successful candidates will be individuals who are passionate about entrepreneurship and have the skills and experience to help entrepreneurs make lasting changes to their businesses. We are seeking candidates who work quickly and thoroughly, collaborate, and are both kind and serious. Impeccable integrity and commitment to anti-fraud operations are critical.

Minimum qualifications include:

- University degree (BA) in a Business related field;
- 3+ years experience, in working with MSMEs is required;
- Excellent South Sudan Arabic, and English;
- Experience working in refugee and IDP settings in Maban or Juba (Mangala & Sorom) and being a native of the Maban region would be an advantage for Maban applications;



- Deep understanding of go-to-market strategies and growth strategies for businesses in the area of consumer goods;
- Excellent computer skills – including Powerpoint, Word, Excel, Odo, Kobo-collect, Google Drive, etc;
- Good at translation from English to local languages like South Sudan Arabic and others would be an advantage
- Residing or ready to reside in **Maban** (Doro, Batil or Gendrasa) **or Juba** (Mangalla, Gorom or Juba town)

INKOMOKO VALUES

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

- **Purpose:** be solutions-oriented and produce high-quality work in pursuit of our mission.
- **Achievement:** push yourself to reach beyond what you think is possible.
- **Improvement:** committed to continuous learning and growing through open feedback.
- **Bravery:** willing to take risks, speak up, create a safe space for others, be inclusive.
- **Turikumwe/Tuko Pamoja/ Abren Nen (“We are together”):** appreciate your colleagues, celebrate success, and support each other in hard times.

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

To apply for this position please submit a cover letter, CV, and salary expectations via www.inkomoko.com/careers by 24 August 2023.

Applications will be reviewed on a rolling basis and the expected starting month of this position is September 2023.

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

If you have any questions, please address them to the Director of People & Culture peopleteam@inkomoko.com

DEADLINE: Open until filled. Please apply as soon as possible. Only qualified candidates will be contacted for additional information.

