



JOB DESCRIPTION - OPERATIONS & ADMINISTRATION OFFICER

POSITION: Operations & Admin Officer
DEPARTMENT: Operations & Security Department
REPORTS TO: Operations Manager
LOCATION: Juba
ADVERT START DATE: 15th January 2026
ADVERT END DATE: 3rd February, 2026

SD-H-3
Approved by A/Director
MOL/RSST
15/01/2026



ABOUT INKOMOKO

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

In 2025, Inkomoko was listed by the Financial Times as the 8th 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 780+ staff in 45 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 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, kula na sawa, on est ensemble

ABOUT THE OPPORTUNITY AND RESPONSIBILITIES

Inkomoko is seeking a responsible Operations and Administration Officer to support Juba office operations and deliver professional administrative assistance to the company.

Specific responsibilities include:

Procurement Duties (40% Time)

- Identify, evaluate, and select reliable suppliers.
- Maintain strong relationships with vendors to ensure timely delivery and quality standards.
- Source goods and services in line with company needs and budget.





- Negotiate contracts, pricing, and terms to achieve cost savings.
- Ensure all procurement activities comply with company policies and legal requirements.
- Prepare and maintain accurate purchase orders, contracts, and records.
- Monitor stock levels and coordinate with requesting departments to avoid shortages.
- Track procurement expenses and align purchases with budgetary limits.
- Assess potential risks in supplier contracts and mitigate supply chain disruptions.
- Ensure ethical sourcing and sustainability practices are followed.

Facilities Management (20% Time)

- Office supply management - monitors all office supplies, including the procurement processes that are followed to support timely orders, documentation, and payment.
- Communicate to the landlord in case of any repairs or maintenance required.
- Work with the Security team to ensure that all facilities are safe and secure for staff, including fire exits, etc
- Support the supervision of the receptionist and contribute as needed to be requesting operational advance and procure office suppliers.
- Support the additional offices throughout the country of operation

Administration & Operations (40% Time)

- Oversee day-to-day office activities and ensure smooth functioning.
- Maintain office supplies, equipment, and facilities.
- Schedule meetings, manage calendars, and coordinate travel arrangements.
- Ensure compliance with company policies and legal requirements.
- Monitor workflows to ensure efficiency and effectiveness.
- Coordinate purchasing goods and services.
- Manage logistics, inventory, and supply chain processes.
- Track operational performance and prepare reports for management.
- Identify areas for improvement and recommend solutions.
- Collaborate across departments to ensure smooth service delivery.



WHO WE ARE LOOKING FOR

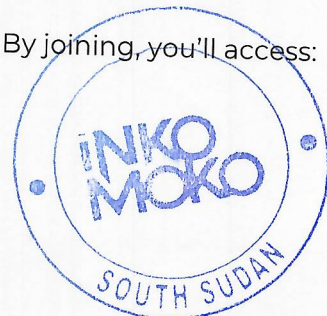
Successful candidates must navigate fast-paced environments with enthusiasm and incredible attention to detail.

Minimum qualifications include:

- Demonstrated commitment to excellent customer service with a proactive approach in supporting all departments and clients.
- Minimum of a University Degree in Logistics and Procurement, Operations, or a related field, with proven professional experience.
- Strong computer proficiency, including MS Word and Excel, and openness to learning new applications such as Slack and Odoo.
- Solid track record of experience in Procurement and Operations.
- Ability to quickly adapt to new working environments and collaborate effectively within a multicultural team.
- Excellent communication skills in English; proficiency in Arabic is an added advantage.
- Must be a South Sudanese national.

WHAT YOU'LL GET

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





- Competitive salary, and potential performance-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 on 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 through our job portal or to the Inkomoko Office at APTECH Africa Building 5th Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan before 2nd February 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, **women are strongly encouraged to apply**. As an INGO 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.

