



Vacancy Announcement

Job Title: Business Development Associate
Band / Level / Grade: 8B
Department: Economic Recovery and Development
Location: Juba South Sudan
Overtime Eligible: Exempt
(per local law)



BACKGROUND: The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

Background of WEOF:

The International Rescue Committee (IRC) in partnership with Open Capital Advisors (OCA) are implementing the two-and-half-year Women's Entrepreneurial Opportunity Facility (WEOF), funded by the UN Women and the South Sudan Ministry of Gender, Child, and Social Welfare (MGCSW). The project will contribute to the objective of the South Sudan Women's Social and Economic Empowerment Project (SSWSEEP) to increase girls' and women's access to livelihood, entrepreneurial, and GBV services and to strengthen the government's capacity to provide these services. Specifically, WEOF aims at achieving three main results: 1) Women-owned small growing businesses (SGBs) receiving technical assistance to grow their businesses; 2) women-owned SGBs receiving business grants to complement the technical assistance and accelerate the growth of their businesses; and 3) the broader business ecosystem receiving support and improved coordination, communication, and collaboration to strengthen business conduciveness for women entrepreneurs in South Sudan.

Job Overview:

The position holder will deliver trainings and mentorship to women business owners in Juba to enhance their business growth and sustainability.

Duties and Responsibilities

Project Implementation

- Support in mobilizing and sensitizing women entrepreneurs in Juba about the WEOF project.
- Organize logistics for the training, including preparing and printing materials, setting up the venue, and ensuring timely commencement and smooth flow of the training sessions.
- Assist in planning and organizing boot camps designed to provide short, focused training sessions of project beneficiaries on business skills
- Support in planning and coordinating business pitch competitions for the beneficiaries.
- Conduct training sessions for women entrepreneurs on business management skills to enhance their capacity for business growth.
- Utilize a wide range of training techniques, adjusting and iterating as needed to ensure participants fully understand and can apply the skills.
- Support in organizing networking and knowledge-sharing events with key stakeholders under the WEOF connect component.
- Provide mentorship and business advisory services to the women entrepreneurs, helping them grow their businesses.
- Assist the women entrepreneurs in refining their business plans and financial models
- Facilitate access to complementary services such as GBV support and referrals
- Perform any other duties as assigned by your supervisor.

Monitoring and Evaluation

February 2022



- Coordinate with the Senior MEAL Officer and support in baseline survey and beneficiary registration.
- Coordinate with the Senior MEAL Officer to facilitate pre- and post-training tests to evaluate the knowledge gained by the trainees.
- Track and record participant attendance throughout the training sessions.
- Support in monitoring the business grants recipients, ensuring that they effectively utilize their business grants in accordance with the project's objectives and guidelines.
- Monitor and ensure beneficiaries provide data for their sales, profit and employment after receiving business grants.
- Conduct regular on-spot business monitoring.

Reporting

- Develop training reports
- Prepare progress reports and document success stories.

Qualifications

- Bachelor's degree in business administration, Economics, Entrepreneurship, or related field.
- At least 4 years of relevant work experience in business development services, entrepreneurship, SME development or a similar field.
- Proven experience in delivering training, advisory services and mentorship to entrepreneurs.
- Experience in relationship management skills, business planning, and coaching.
- Good written and verbal communication skills.
- Good presentation and training skills.
- Fluency in English and Arabic is required
- Highly motivated, possess a strong sense of integrity and positive attitude.

Key Working Relationships

Position Reports to: Seed Lab Manager

Position directly supervises: Community Facilitators



The IRC Core Values and Commitments:

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding and PSEA policy: The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a CV with 3 references and a copy of their national ID to Human Resources Juba IRC Country Head Office-Located in APTECH Africa Office Building 3rd Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to SS-HR@Rescue.org not later than 13th January 2026 @ 4:30pm.

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NOTE: Only shortlisted candidates will be contacted and attached photocopies only while originals will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, BUSINESS DEVELOPMENT ASSOCIATE
- JUBA, SOUTH SUDAN**

"WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY".



A handwritten signature in blue ink, appearing to be "A. K. J.", written over a light blue circular stamp.