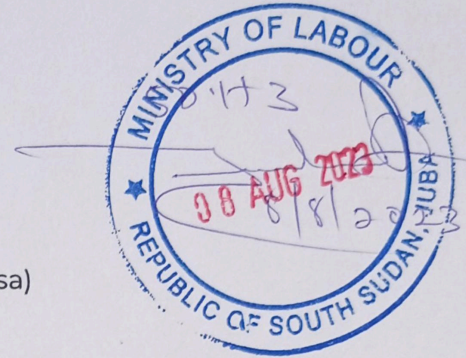




## **JOB DESCRIPTION – Business Development Manager**

**POSITION:** Business Development Manager  
**DEPARTMENT:** Business Growth Services(BGS)  
**REPORTS TO:** Director of BGS  
**LEVEL:** Manager  
**LOCATION:** Maban Refugees Camp (Batil, Doro and Gendrasa)



### **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 dynamic, accomplished and extensively experienced Business Development Manager to join our South Sudan team.

#### **DEPARTMENT MANAGEMENT (20%)**

- Provide strategic direction and leadership for Inkomoko South Sudan's operations and programming.
- Manage the schedule and delivery of services to achieve organization-wide goals, raising concerns and creating solutions to overcome barriers to delivery and improve efficiency.
- Elevate trends and insights to senior management, helping to inform future strategies.
- Support the leadership in managing the budget, keeping all costs within allocated expense limits.
- Cooperate closely with the Director of BGS on activities and performance.
- Prepare regular reports and presentations for the Regional BGS Director to keep updated on the progress of projects.
- Incorporate lessons learned from MEL into new solutions for impact and efficiency.
- Coordinate with the Loan Department to decrease the risk for the organization.
- Identify areas for improvement and recommend corrective actions to enhance overall performance and client satisfaction.



## **STAFF MANAGEMENT (40%)**

- Manage, coach, and develop Business Development Associates (BDAs) to provide high-quality services to at least 2,000 refugees, IDPs, and South Sudanese host community entrepreneurs annually.
- Supervise all staff operating within the Inkomoko South Sudan, Maban (Upper Nile) operations.
- Provide support in the hiring process, conduct performance reviews, approve/deny time off, and manage other People & Culture matters to ensure the department meets its goals.
- Provide expert advice and help BDAs, and BAs to navigate challenges/make sound business decisions with their clients.
- Advise staff on how to serve entrepreneurs on operations, sales, and bookkeeping processes.
- Advise staff on how to serve entrepreneurs on financing and investment opportunities/challenges.
- Train and coach staff to optimize usage of reporting tools, Business Advisor Academy, and other organization standards.
- Identify professional development opportunities for staff and support their growth and career advancement.
- Foster a culture of continuous learning and knowledge sharing within the organization.

## **MONITORING & EVALUATION (20%)**

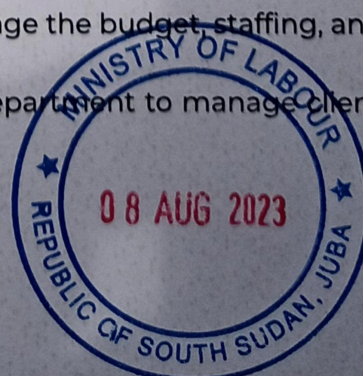
- Serve as the local lead for Monitoring Evaluation and Learning coordinating with the Inkomoko's MEL Director
- Ensure local MEL staff have sufficient tools and plan to successfully conduct monitoring and evaluation activities.
- Work closely with the MEL consultancy firm in South Sudan in data analysis, understanding trends of qualitative and quantitative data.
- Create meaningful reports with insight for senior management and partners as needed.
- Use data insights to inform decision-making and make recommendations for program improvements.

## **EXTERNAL RELATIONS (10%)**

- Maintain and grow Inkomoko South Sudan's relationships with various program partners and external stakeholders – particularly in the areas of Maban, coordinating with the BGS Director and the Regional BGS Director.
- Stay up-to-date with entrepreneurship trends across South Sudan.
- Connect our entrepreneurs to new insights in trade strategies and other initiatives.
- Support external communications efforts, working with communications experts to provide case studies and data to support public relations on social media, blogs, and other forums.
- Collaborate with partners to develop joint initiatives and leverage resources to maximize impact.

## **ADMINISTRATION (10% )**

- Work with the BGS Director to plan and manage the budget, staffing, and other resource needs to deliver program outcomes.
- Work with Rwanda Headquarters Finance Department to manage client payments and local expenses.





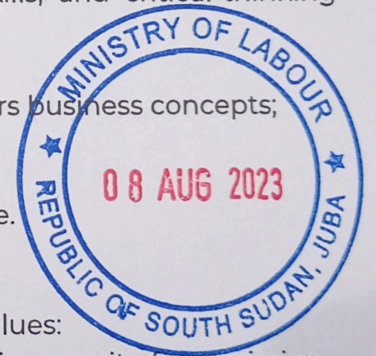
- Set up a new Branch Office; negotiate office lease, purchase needed equipment, etc.
- Manage and oversee other office logistics.
- Other duties to support organizational culture and leadership.

### CANDIDATE QUALIFICATIONS

Successful candidates are seeking individuals who can bring lasting impact to our work. We are looking for candidates who will navigate fast-paced, challenging and resource-constrained environments with enthusiasm, resilience, a sense of humor, and adaptability. Impeccable integrity and commitment to anti-fraud operations are critical.

Minimum qualifications include:

- University degree (BA) in projects or finance related discipline
- Experience in the entrepreneurship industry (consulting, business planning, finance).
- 5+ years of work experience in relevant or applicable field
- Experience partnering with UNHCR, CRA and RRC is preferred
- Proven track record of independently managing large-scale projects.
- Exceptional ability to lead and supervise diverse teams with a strong emphasis on cultural sensitivity.
- Background in finance or ability to produce financial reports/projections for entrepreneurs;
- Skilled/ with expertise in market linkages and value chain management to MSMEs;
- Excellent written and verbal communication skills.
- Exhibits perseverance, personal integrity, problem-solving skills, and critical-thinking abilities.
- Excellent computer skills, especially with MS Excel and Word
- Strong presentation and training skills, and ability to teach others business concepts;
- Demonstrate high levels of ethical conduct.
- Fluency in both English and South Sudan Arabic is a **MUST**.
- Any other local language in South Sudan is an added advantage.



### 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](http://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](mailto:peopleteam@inkomoko.com)

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

