



JOB DESCRIPTION – TRAINING SUPPORT ASSOCIATE - JUBA

POSITION: Training Support Associate
DEPARTMENT: BGS
LOCATION: Juba
REPORTS TO: Senior Trainer
DATE OF ADVERT: 30/4/2026
CLOSING DATE: 21/5/2026

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 in 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, urang babarengan and kula na sawa.

Inkomoko reflects the communities we serve. Displaced persons and women are strongly encouraged to apply.

ABOUT THE OPPORTUNITY & RESPONSIBILITIES

Reporting to the Senior Trainer, the position holder will implement Inkomoko training for a variety of businesses across Juba. Specific responsibilities include:

Training Coordination & Administration (60% Time)

- Maintain contact of key persons from partner organisations, local refugee structures, local community structures for timely communications and mobilisation
- Coordinate with representatives of stakeholders within Juba City during training events for effective mobilisation of training participants
- Mobilise participants for training and planned Inkomoko events in Juba urban
- Conduct pre-training inspection of training venue to ensure readiness for training venues for seats, cleanness and other facilities





- Participate in training facilitation as an assistant trainer in translation, discussion, monitoring participants during group discussions and operations of training devices and materials
- Maintain a database and records of training participants with fidelity
- Assist in the participants' training evaluation
- Assist in logistics such as securing the venue, stationery purchase, printing, booklet distribution, etc.
- Maintain filing system for training related documents (e.g. Training participant survey documents)
- Be the person of contact for all training participants for training communication
- Be the Inkomoko South Sudan Brand Ambassador by providing great customer service to training participants
- Outreach to "hard to reach" training participants
- Support the procurement team during training.
- Follow up and collect invoices and any pending payments during training.
- Liaise with the cleaner to ensure that all offices, facilities, and rooms are kept clean on a daily basis
- Deal with suppliers in a professional and cost-effective way
- Provide administrative support to Inkomoko South Sudan staff as requested
- Support the business consulting team during client recruitment
- Support managers in day to day office management

Communication (40% Time)

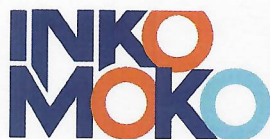
- Participate in networking events and explain to Community Leaders and other stakeholders the work of Inkomoko South Sudan.
- Assist M&E Associate in collecting data and post-training surveys.
- Collect feedback from clients on the services of Inkomoko and share with BDAs and trainers for improvement of Inkomoko tools

WHO WE ARE LOOKING FOR:

The ideal candidate will fulfil the following requirements:

- 1+ years of work experience in a relevant or applicable field
- Experience in consulting, business planning, and providing business advice
- Strong financial and accounting skills; familiarity with the operating business environment in South Sudan.
- Flexible and able to deliver results under pressure
- Excellent computer skills, especially with MS Excel and Word
- Good written and oral communication skills
- Good presentation and training skills
- Shows perseverance, personal integrity, and critical thinking skills
- Outgoing and social
- Honest and professional
- University education OR currently pursuing it
- Excellent communicator to audiences in Juba Arabic, classic Arabic and English
- Access to a smartphone 24/7 is a plus.





WHAT YOU'LL GET

This role is a tremendous opportunity to work in a high-growth, mission-driven organisation. 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
- Favourable 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 to Inkomoko Office at Africa Building 5th Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan by May 21st 2026, Please clearly indicate the position you are applying for at the right corner of the envelope. You can as well submit your cover letter and CV through the application portal <https://inkomoko-job-portal.web.app/home>.

Tell us about what you'll bring to this growing Organisation.

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. 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.

