



JOB DESCRIPTION – BUSINESS DEVELOPMENT MANAGER - JUBA

POSITION: Business Development Manager
DEPARTMENT: Business Growth Services
LOCATION: Juba
REPORTS TO: Director of BGS
DATE OF ADVERT: 19/02/2024
DEADLINE: 07/03/2024



ABOUT INKOMOKO

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

Founded in 2012, Inkomoko has worked with more than 60,000 entrepreneurs across East Africa, including thousands of refugee entrepreneurs. Inkomoko provides a combination of training, consulting, access to finance, and market-level interventions to realise the impacts stated above. We are the largest lender to refugee entrepreneurs in Africa.

Inkomoko has 380+ staff in 30 offices across Rwanda, Kenya, Ethiopia, and South Sudan. Through Inkomoko's 2030 strategic plan, we are adding 4 additional countries to improve the lives of more than 7.6M people by serving more than 550,000 entrepreneurs and investing \$150M into refugee & host communities across Africa.

INKOMOKO VALUES

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

- **Purpose:** be solutions-oriented and produce high-quality work and be a global leader.
- **Achievement:** push yourself to reach beyond what you think is possible.
- **Improvement:** be humble and committed to continuous learning and growing through giving and receiving open and accurate feedback.
- **Bravery:** willing to take risks, create a safe space for others, be compassionate, inclusive.
- **Turikumwe/Tuko Pamoja/ Abren Nen, Kula Na Sawa ("We are together"):** appreciate your colleagues, celebrate success, and support each other in hard times.

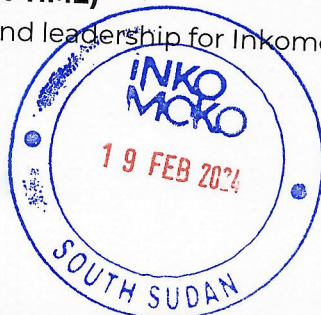
Inkomoko reflects the communities we serve. Displaced persons and women are strongly encouraged to apply.

THE ROLE DESCRIPTION

As a new organisation, Inkomoko is currently seeking a dynamic, accomplished and extensively experienced Business Development Manager as a key person in our leadership team. The successful candidate will have the following duties:

DEPARTMENT MANAGEMENT (20% TIME)

- Provide strategic direction and leadership for Inkomoko South Sudan's operations and programming.





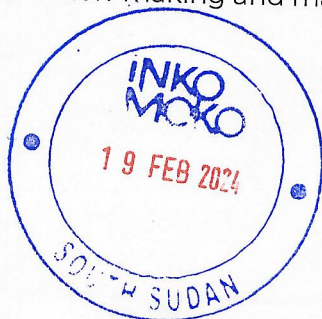
- Manage the schedule and delivery of services to achieve organisation-wide goals, raising concerns and creating solutions to overcome barriers to delivery and improve efficiency.
- Elevate trends and insights to senior management, helping to inform future strategies.
- Support the leadership in managing 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 Investment Department to decrease the risk for the organisation.
- Identify areas for improvement and recommend corrective actions to enhance overall performance and client satisfaction.

STAFF MANAGEMENT (40% TIME)

- Supervise all staff operating within the Inkomoko South Sudan Juba (Central Equatoria) - Gorom, Juba Urban & Mangala 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.
- 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.
- 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 optimise usage of reporting tools, Business Advisor Academy, and other organisation 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 organisation.

MONITORING & EVALUATION (20% TIME)

- Serve as the local lead for MEL, coordinating with the Inkomoko MEL Director in Rwanda.
- Ensure local MEL staff have sufficient tools and plan for both control and test groups, and that protocols are carried out perfectly.
- 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% TIME)

- Maintain and grow Inkomoko South Sudan's relationships with various program partners and external stakeholders – particularly in the areas of Juba – Gorom, Juba Urban and Mangala coordinating with 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 maximise impact.

ADMINISTRATION (10% TIME):

- Work with the BGS Regional 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 organisational culture and leadership.

WHO WE ARE LOOKING FOR:

We 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 humour, and adaptability.

The ideal candidate must demonstrate previous experience with:

- 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.
- Minimum a Bachelor's Degree, advanced degree strongly preferred.
- Experience in the entrepreneurship industry (consulting, business planning, finance).
- Fluency in both English and Juba Arabic is a **MUST**.





Additionally, the successful candidate will most likely also have:

- 5+ years of work experience in relevant or applicable field
- Experience partnering with UNHCR, CRA and RRC is preferred.
- Excellent computer skills, especially with MS Excel and Word
- Strong presentation and training skills, and ability to train others on business concepts.
- Demonstrate high levels of ethical behaviour.
- Any other most spoken language in South Sudan is an added advantage.

WHAT YOU'LL GET

This role is a tremendous opportunity to work in a high-growth, mission-driven organisation. Our compensation includes both great culture and a competitive market-based package, including:

- Incredible organisation 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 performance-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 through the application portal or to Inkomoko Officer in Afex River Camps, near Konyo konyo Market, Ngong Road, Juba, South Sudan before 7th March 2024. Please clearly indicate the position you're applying for at the right corner of the envelope. This position is for South Sudanese Nationals only. 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 Organization.

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 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 submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

