



50.H.3
Approved
10 JAN 2024

POSITION: Senior Trainer
LOCATION: South Sudan - Maban
DEPARTMENT: Business Growth Services (BGS)
REPORTS TO: Director of Business Growth Services
DATE OF ADVERT: 10th January 2024
CLOSING DATE: 29th January ,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 systems change. We are the largest lender to refugee entrepreneurs in Africa.

Inkomoko has +350 staff in 20 offices across Rwanda, Kenya, Ethiopia, and South Sudan. Through Inkomoko's 2030 strategic plan, we are adding 4 additional countries to serve 550,000+ entrepreneurs and deploying our \$30M loan fund.

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, kula na sawa.

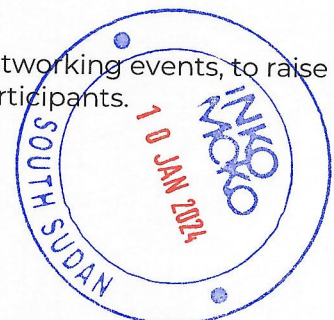
Inkomoko reflects the communities we serve. Displaced persons and women are strongly encouraged to apply.

ABOUT THE OPPORTUNITY AND RESPONSIBILITIES

We are pleased to announce the **Senior Trainer** vacancy within the **Business Growth Services (BGS) Department**. Reporting to the **Director of Business Growth Services**, the position holder will train, coordinate and work directly with our entrepreneur clients in Maban. The Trainer will implement Inkomoko training for a variety of businesses across Maban. **The position holder will be based in Maban.** The Senior Trainer's core responsibilities will be as follows;

CLIENT MOBILIZATION AND ENROLLMENT (5%)

- Conduct outreach activities, including community meetings and networking events, to raise awareness about the program and enroll potential entrepreneur participants.



- Support in identifying, engaging, and mobilizing entrepreneurs in Maban among the refugees and South Sudanese communities entrepreneurs for participation in the Inkomoko program.
- Maintain a database of potential and enrolled participants, ensuring accurate and up-to-date records.
- Represent Inkomoko as an Ambassador and collaborate with government, community leaders, NGOs, and other stakeholders to identify and refer eligible candidates for the training program.
- Advise on participants' criteria to fit the culture, program and doing business in the community.

TRAINING IMPLEMENTATION (70%)

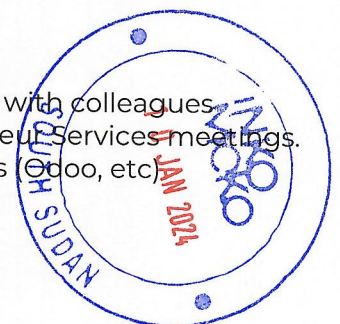
- Manage training for all incoming clients.
- Adapt training materials to meet the specific needs and cultural context of IDPs, refugees and South Sudanese community entrepreneurs.
- Deploy a wide variety of training methods - both in-person and digital - iterating as needed.
- Plan and implement training of trainers (ToTs) as part of the ongoing classes schedule for Trainers, BDAs, Training Support Associate/Field staff.
- Implement training for Inkomoko partners.
- Translate all training materials/content to local languages.
- Coordinate and ensure that all the entrepreneurs in the program are informed and attend all planned training.
- Organize all the training logistics: printing training materials, setting up the training venue, recording attendance, and starting the training on time with support from Training Support Associates.
- Deliver training to over 1, 200 entrepreneurs per cohort using Inkomoko training content.
- Recommend clients that need extra/specific attention to the relevant Business Development Advisors of the location.
- Participate in capacity-building workshops on a range of topics related to business growth, accounting, finance, marketing, human-centered design, innovation, etc.
- Supervise and coach the assigned, Training Support Associates, Interns to deliver excellent service to entrepreneurs.
- Complete all the program training in the due time and within budget.
- Draft training reports and updates the online reporting tools.

MANAGEMENT (20% TIME)

- Supervise and coach the assigned trainers and Training Support Associates to deliver excellent service to entrepreneurs.
- Set work plans, participate in bi-annual performance reviews and maintain weekly check-ins.
- Be aware at all times of key goals and develop daily strategies to achieve them in alignment with budget and culture.
- Participate in local staff meetings and other organizational activities to share information with the team.
- Liaise with the consulting and investment teams, and other departments to ensure smooth operations.
- Work closely with the Business Development Manager and BGS Director to plan and manage the budget, staffing, and other resource needs to deliver program outcomes.
- Perform other duties as required and assigned by your manager.

OPERATIONS & ADMINISTRATION (5% time)

- General maintenance of entrepreneur files, reports, and coordination with colleagues.
- Contribute to staff meetings, annual retreats, and monthly entrepreneur Services meetings.
- Record billable hours and activities in organizational tracking systems (Odoo, etc).



- Work with the Monitoring, Evaluation, and Learning team to ensure that every training is assessed for impact and value to entrepreneurs.
- Coordinate with the Training Support Associate and other training staff or instructors for smooth logistics.
- Attend all Company-wide meetings and maintain organizational values in all situations.
- Draft training reports and updates the online reporting tools.

WHO WE ARE LOOKING FOR

Successful candidates will be passionate about the power of entrepreneurship to improve lives and communities. They will embody Inkomoko's values of being aligned to our purposes, solutions-oriented, and willing to put in the time and effort to reach exceptional outcomes.

Minimum qualifications include:

- The ideal candidate will fulfill the following requirements:
- Bachelor's Degree in Business Administration/Management or related field
- 4+ years of work experience in business development services or applicable field
- Experience in relationship management skills, business planning, and coaching
- Excellent computer skills, especially with MS Excel and Word
- Good written and oral communications skills
- Good presentation and training skills
- Shows perseverance, personal integrity, and critical thinking skills.
- Show personal drive, initiative, and learning agility.
- Must speak fluent English, Classic Arabic; knowledge of other local languages is an added advantage.

WHAT YOU'LL GET

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

- 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 to your community.
- Generous health insurance, staff savings, parental leave, sabbatical, and more benefits.

TO APPLY

Interested applicants should submit their cover letter and CV to either Acted office Maban (Doro) located behind UNHCR compound or to Afex (River Camp) Near Konyokonyo Market Ngong Road, Juba, South Sudan before 29th January 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.

Inkomoko is committed to Justice, Diversity, Equity, and Inclusion. As a company we have policies that ensure fair treatment in the application process and once onboard as a team member.

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.

