



JOB DESCRIPTION – INVESTMENT ADMINISTRATOR-JUBA

POSITION: Investment Administrator
DEPARTMENT: Investment
LOCATION: Juba- South Sudan
REPORTS TO: Investment Manager - South Sudan
DATE OF ADVERT: 07/03/2024
DEADLINE: 26/03/2024



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 systems change. 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 organizational values:

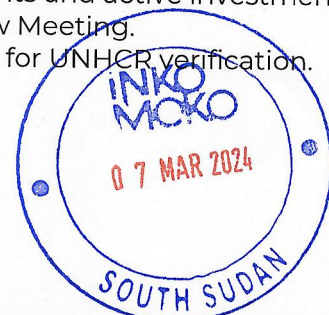
- **Purpose:** be solutions-oriented and produce high-quality work and be a global leader.
- **Achievement:** push yourself to reach beyond what you think is possible.
- **Improvement:** be humble and committed to continuous learning and growing through giving and receiving open and accurate feedback.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

THE OPPORTUNITY & RESPONSIBILITIES

Inkomoko South Sudan Investment administrator is responsible for the items below:

Department Admin Support (40%)

- Be the lead taker of Investment committee meeting minutes and other department meetings.
- Be the lead administrator for Inkomoko South Sudan's LMS powered by (Odoo), tracking all borrower information – including creating and updating clients' profiles, payments registration, and disbursements tracking.
- Track, file and report on compliance with disbursements, collection, and other non-financial matters.
- Create reports on investment disbursement, closing investments and active investments.
- Actively participate as a key staff in the weekly Portfolio Review Meeting.
- Compile the pipeline from the BGS Team and prepare the lists for UNHCR verification.



Investment Compliance and Reporting (20%)

- File and maintain Investment contracts, legal documents and other documents in a safer way (both paper and electronic) and meeting Inkomoko South Sudan filing standards,
- Manage communication between lending and other department staff and perform regular investigation to resolve all customer /team issues efficiently,
- Analyze and identify all fee discrepancies in investment processes and perform regular audit on processes and ensure compliance to all requirements,
- Assist with the preparation of annual reviews for projects in the investment department,
- Collect and share financial reports and other relevant information to Investment manager, Snr Portfolio Manager and Regional Portfolio Director,
- Prepare timely and accurate reports required by partners, stakeholders and funders including Kiva, investment committee, CBK etc...

Kiva documentation and compliance (20%)

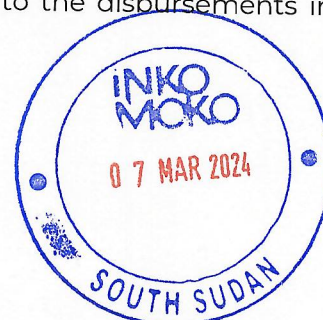
- Ensure borrowers profiles meet Kiva standards,
- Select photos of entrepreneurs, have them sign photo waivers,
- Prepare Kiva report on monthly basis and other departmental reports,
- Write compelling descriptions of borrowers in English and post them to the international Kiva platform for fundraising,
- Prepare documentation for new approved investments to be posted on Kiva website,
- Ensure 100% of investment repayment schedules are matching with Kiva repayment schedules - on kiva platform,
- Coordinate with lending staff to get all investment documentation needed for fundraising,
- Adhere to credit policy TAT for Kiva fundraising and meet clients' needs,
- Ensure that we are adhering to the requirements of our Kiva partnership, including reporting and journaling,
- Ensure that all investment documentations are updated appropriately in the system so that the Kiva fundraising tasks are performed easily.

Coordination with Finance (10%)

- Identify discrepancies between different investment department reports and finance reports and propose ways to solve them,
- Perform various accounting processes that deal with receipts, payments and checks issued,
- Initiate collection activities on the past investments past due,
- Identify signs of unusual or suspicious investment activities and make recommendations to minimize the risk factors.

Investment Closing and Disbursements (10%)

- Ensure that investments disbursement adhere to investment committee approval decisions and policies,
- Review and prepare requests for investment disbursements and ensure 100% compliance with the investment committee decision such as approved investment amounts and conditions for approval,
- Ensure all refugee clients are verified by UNHCR prior to the disbursements in order to minimize risks,
- Other duties as assigned by the supervisor.

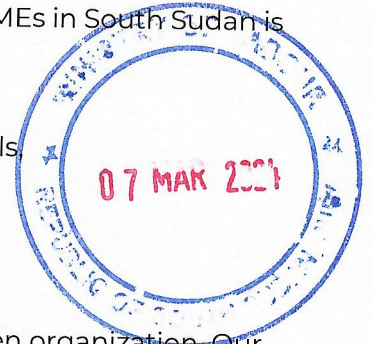


CANDIDATE QUALIFICATIONS

The Investment Administrator will be a trusted staff of Inkomoko South Sudan clients. We are looking for someone with incredible attention to detail who can be sure that all of our operations and communications are in the highest order.

Basic qualifications include:

- Strong English writing and reading skills is STRONGLY preferred,
- A university degree in finance or other related field,
- Must speak fluent English, and South Sudanese Arabic. Other languages are an additional asset,
- Experience in investment management and access to finance for MSMEs in South Sudan is a preferred.
- Very strong attention to details and good follow through,
- Ability to work well under pressure and ability to multitask,
- Unrelenting perseverance, personal integrity, and critical thinking skills.
- 2+ years of work experience in relevant or applicable fields.
- Must be able to legally work in South Sudan.



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

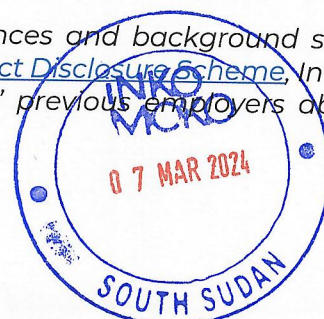
If you're excited about this role, please submit your cover letter and CV through the application portal or to Inkomoko Officer in Afex River Camps, near Konyo konyo Market, Ngong Road, Juba, South Sudan before 26th March 2024. Please clearly indicate the position you're applying for at the right corner 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 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 applying, the job applicant confirms his/her understanding of these recruitment procedures.

This position is for South Sudanese Nationals only. Women are encouraged to apply.

