



JOB DESCRIPTION - BUSINESS ASSOCIATE

POSITION: Business Associate
DEPARTMENT: Business Growth Services (BGS)
REPORTS TO: Business Development Advisor
LEVEL: Junior
LOCATION: Juba or Maban Refugee Camp (Batil, Doro, and Gendrasa)- South Sudan

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 currently seeking a qualified Business Associate who will support our team in the coordination of our program activities and work directly with our entrepreneur clients in the South Sudan camps.

The position holder will be based either in Juba (Mangala or Gorom) or Maban refugee camp (Batil, Doro, or Gendrasa) and report directly to the Business Development Advisor.

Business Consulting & Client Relationship Management (60%)

- Intake process of program entrepreneurs and conducting monthly site visits to assess business needs and opportunities.
- Provide informed, strategic, and realistic advice to help clients meet their objectives, or shift their objectives toward better sustainability/profitability.
- Ongoing site visits within the IDP, refugee camps and host community to provide real-time advisory to solve business changes and grow businesses
- Connect clients to other Inkomoko services, including training and access to finance.
- Keep up-to-date the clients' business information in an accurate manner in the system
- Serve as the lead through the enrollment process program entrepreneurs.
- Serve as the financial literacy advisor to program entrepreneurs.

Camp activities Coordination and Administration (30%)

- Develop a good relationship with all partners in the IDP, refugee camps and host community.
- Provide weekly and monthly reports on time.
- Represent Inkomoko in our areas of operation and stakeholder meetings.
- Work closely with the Business Development Advisor to organize activities such as training logistics and delivery, refresher training, one on one consulting, focus group consulting, market days etc
- Ensure a high turn-up of program participants during training delivery sessions.
- Assist Inkomoko staff with all in-camp communications.
- Make sure activities at the Camp are done in a timely manner.
- Assist the MEL team with surveys and data collection at the camp
- Provide administrative support as needed.
- Coordinate all the logistics and organization of Inkomoko activities in IDP, refugee camps and host community.

Communication (10%)

- Make a follow-up to ensure all messages are sent to Camp refugees, IDPs or urban refugees and confirm messages have been received.
- Communicate program details to participants, as requested by Inkomoko.
- Communicate about any challenge faced by participants during program implementation.
- Perform any other duties as assigned.

CANDIDATE QUALIFICATIONS

Successful candidates will have an understanding of business concepts (Finance, Operations, HR, marketing, Business ideation, cash flow management, human-centered design & Business Model Canvas) and be able to teach these concepts to adult learners in non-traditional settings.

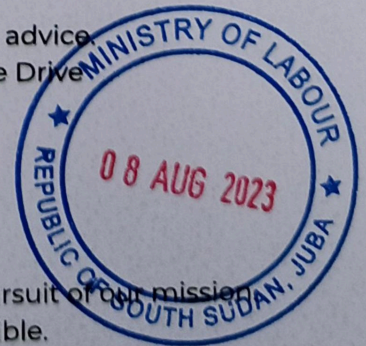
Minimum qualifications include:

- University degree in Business Administration or any other relevant field
- 2+ years of work experience in relevant or applicable field
- Shows perseverance, personal integrity, and critical thinking skills
- Able to work under pressure
- Should be outgoing and Social, honest and professional
- Excellent communicator to audiences in South Sudan Arabic, host community local language, and English.
- Must be an IDP in Mangala or refugee based in Maban camp or Gorom full time and have access to a smartphone 24/7
- Experience in consulting, business planning, and providing business advice
- Excellent computer skills, especially with MS Excel, Word, and Google Drive
- Good written and oral communications skills
- Good presentation skills

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 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

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

