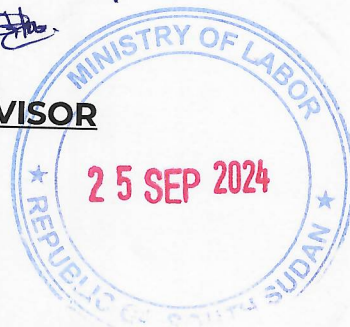




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JOB DESCRIPTION – PEOPLE & CULTURE (P&C) ADVISOR

POSITION: People & Culture Advisor
DEPARTMENT: People & Culture
LOCATION: Juba, South Sudan (With constant travel to field offices)
REPORTS TO: People & Culture Manager
DATE OF ADVERT: 25/09/2024
DEADLINE: 14/10/2024

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 500+ staff in 30 offices across Rwanda, Kenya, Ethiopia, South Sudan and Chad. 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.

ABOUT THE OPPORTUNITY & RESPONSIBILITIES

The People & Culture Advisor position provides operations and administrative support for all P&C related matters in our growing Organization. Specifically, the P&C Advisor will:

INKOMOKO VALUES

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

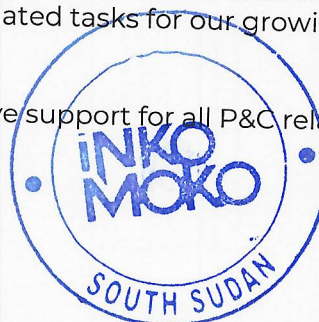
- **Purpose:** be solutions-oriented, produce high-quality work, be a global leader.
- **Achievement:** push yourself to reach beyond what you previously thought possible.
- **Improvement:** be humble, engage in continuous growth through open & accurate feedback.
- **Bravery:** willing to take risks, create a safe space for others, be compassionate, inclusive.
- **We Eat Goat:** we celebrate success and support each other in hard times.

Inkomoko is an affirmative action/equal opportunity employer. Refugees, women, and persons who reflect the diverse communities we serve are strongly encouraged to apply.

ABOUT THE OPPORTUNITY AND RESPONSIBILITIES

Having a highly qualified and diverse staff who can meet our skills and culture needs is key to Inkomoko's success. The P&C Department oversees all P&C -related tasks for our growing Organization.

The P&C Advisor position provides operations and administrative support for all P&C related matters in our growing Organization. Specifically, the P&C Advisor will:



ENHANCE THE PEOPLE & CULTURE SERVICE DELIVERY (50% time)

Policy compliance

- Keep updated with changes in the employment act and legislations and proactively propose changes to policy and procedures to improve the efficiency of the P&C department
- Update the supervisors, in a timely manner, the end of probation, contracts, end of PIP before they end for proper preparation.
- Manage the separation process; this includes paperwork and follow-up P&C actions, schedule exit Interviews and gather exit data.
- Ensure that all staff have legally/policy required documents on file

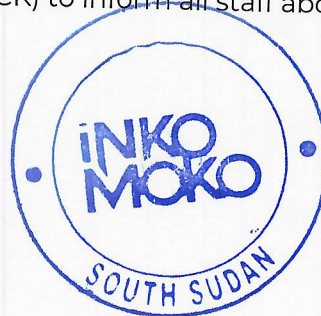
Employee relations & welfare

- Work with the regional P&C team to report and arbitrate employee relation issues.
- Maintain checklist and calendar of P&C department and coordinate all events in collaboration with the Administration team.
- Ensure employees have the necessary tools and facilities to perform their jobs properly.
- Follow up on all staff medical insurance matters – ensure that we replace staff who have left with new staff for compliance with the medical insurance policy and also prepare payment requests for new staff to be incorporated in the medical insurance scheme.
- Support in following up performance appraisals of employees in South Sudan.
- In the spirit of our cultural value of “, Kulana Sawa”, be the lead on recognizing & communicating employee milestones celebrations or unfortunate events (e.g. Birthdays, Anniversaries, newborn babies, losses in families, etc)

Systems & Employee bio-data management

- Coordinate all P&C Administration and Operational activities that include but not limited to staff bio-data management, employee welfare/medical insurance, contract handling etc)
- Maintain complete, comprehensive and electronic records of employees' files
- Ensure data records in the People Management system are up-to-date and secure (e.g personal information, leave management etc.)
- Responsible for reporting on P&C operations/demographics, develop and manage the P&C reporting tools to measure the value add of P&C operations to the organization
- Ensure that all new hires and leavers' information is updated in the system in a timely manner, updates made to all social platforms (eg SLACK) to inform all staff about the employee changes

Administrative documents & Payroll processing





- Support with all P&C operation requests and transactions, such as: personal data, pay data, and position data changes and employment contracts information
- Make sure that all new staff have relevant administrative documents, Tin certificates, medical insurance supporting documents etc.
- Support with all relevant prepare payment requests for P&C department
- Collect, enter and monitor payroll data, Initiate the monthly South Sudan payroll and submit to the People & Culture Manager and finance team for review and approval
- Issue pay slips to all staff in South Sudan on a monthly basis

CANDIDATE QUALIFICATIONS

The P&C Advisor will embody our organizational culture and mission to support entrepreneurs and refugees. Our work environment is fast-paced, positive, solutions-oriented, and we have very high standards.

Qualifications include:

- Bachelor's degree in HR, Management, Business Admin, Psychology or any other relevant field
- Strong professional writing and organizational skills
- Exceptional usage of email, Google docs, Word, etc.
- Experience with administrative tasks – filing, copying, letter writing, etc.
- Exceptional attention to detail.
- Absolute confidentiality and discretion is required of this sensitive position
- Understanding of South Sudanese labor law.
- Fluent in written and spoken English, Arabic.

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:

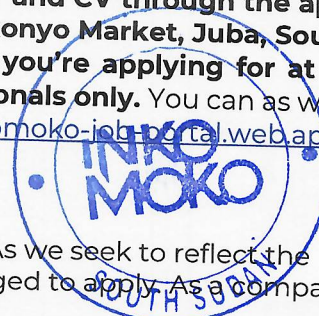
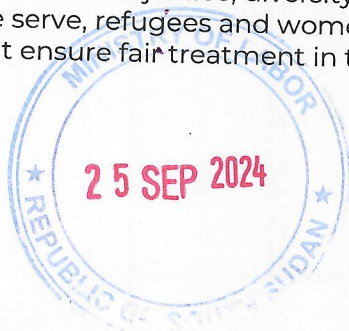
- Incredible Organization culture, including deep investment in your learning and growth, and a commitment to inclusion and diversity
- Opportunity to work with a talented, passionate, and committed team of professionals across the region
- Ability to make a significant social impact and contribute to 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 Office in Afex River Camps, near Konyo konyo Market, Juba, South Sudan before 14th October 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 company.

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.

