

JOB DESCRIPTION

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| Job Title: | Consultant: MSME Market Access & Export Promotion | Department: | MSME Development and Export Promotion |
| Employee Name: | | Division: | Market Access and Export Promotion |
| Job Category: | Specialised | Job Grade: | C4 |
| Travel Required: | Yes | Position Type: | Permanent |
| Location: | Windhoek | Subordinates: | None |
| Immediate Supervisor | Manager: Market Access and Export Promotion | | |
| Job Purpose: | | | |
| This position directly supports the Manager of MSME Market Access and Export Promotion and is critical in identifying relevant and sustainable approaches to achieve the MSME division's long-term objectives such as Market Access and Export Promotion facilitation, coordination and execution of the MSME interventions and activities through the efforts of the MSME consultants, as well as tracking and measuring the impact of the MSME interventions and activities nationally. | | | |

| Duties and Responsibilities: | Measures: |
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| <p>In collaboration and support of the manager.</p> <ul style="list-style-type: none"> • C4Develop and implement new strategies to improve MSME Market Access and Export Promotion outcomes. Develop new deliverables including strategic insights and recommendations. • Facilitate stakeholder engagements, relationship building and networking, building and nurturing of new smart partnerships towards the achievement of the MSME Development, Innovation and Acceleration division's strategy. • Identify new opportunities, locally and internationally, which the MSME division can facilitate in support to scale MSMEs. • Track, measure and interpret the impact of NIPDB's MSME initiatives and activities. • In collaboration with the internal team and external stakeholders, ensure timely, accurate and value-added reports, developing ad hoc analysis and researching other strategically aligned requests. • When requested, assume the lead coordinating role of specific initiatives of the department, delegating and managing outcomes, ensuring fellow consultants are accountable for project specific deliverables. | <p>% Adherence to the relevant company policies and procedures.</p> <p>% Milestones Achieved against set plans</p> <p>A conducive environment for stakeholders to meet company strategic objectives.</p> <p>% New Market Growth</p> <p>Country / Company reputation maintained through customer surveys.</p> <p>Quality of engagement material.</p> <p>Stakeholder Satisfaction Index</p> <p>Transparency and accountability in investor / stakeholder engagement activities</p> <p>Data integrity</p> <p>Timely and accurate submission of information</p> |

| Job Requirements | |
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| Qualifications and Education Requirements | Preferred Skills |
| <ul style="list-style-type: none"> • Bachelor's degree in Commerce, Entrepreneurship, International Business, Business Administration, Economics, or any other related fields. • A master's degree will be an added advantage. • A minimum of 3 years practical experience and knowledge of essential consulting methodologies, tools and techniques. • Experience as a team leader / supervisor, with understanding of performance management, KPI delivery and delegation will be advantageous. • Knowledge and understanding of the Namibian MSME sector will be an added advantage. • Namibian citizen. • Driver's licence is advantageous. | <ul style="list-style-type: none"> • Stakeholder Relationship skills, professional, personable and client-facing are essential. • Excellent communicator (spoken, written and interpersonal). • Excellent presentation skills. • Research capabilities, including good analytical skills and numeric capabilities. • Ability to understand, interpret and communicate research findings. • Experience as a team leader / supervisor, with understanding of performance management, KPI delivery and delegation will be advantageous. • Knowledge and understanding of the Namibian MSME sector will be an added advantage. • Stakeholder Relationship skills, professional, personable and client-facing are essential. • Excellent communicator (spoken, written and interpersonal). • Excellent presentation skills. • Research capabilities, including good analytical skills and numeric capabilities. Ability to understand, interpret and communicate research findings. • Strong time management skills, by delivering to deadlines, managing time across projects and proactively raising issues in a timely manner. • Confident, ambitious, innovative, strategic and forward-thinking are essential personal characteristics. • Advanced computer skills including MS Office Suite. |
| Internal/External Stakeholders: | |
| All internal staff members and stakeholders in line with the responsibilities of the role. | |
| Note: | |

- *Your job description is a board indication to undertake other duties, No job can be regarded as a precise specification of duties but should rather be seen as a summary of main responsibilities.*
- *The statements in this job profile are intended to describe the general nature and level of work being performed by employees and are not construed as an exhaustive list of responsibilities, duties and skills. They do not establish a contract for employment and are subject to change at the discretion of the employer.*
- *From time to time, you may be required to undertake other duties, particularly when others are absent from work, for job rotation purposes or as the exigencies of a business dictate.*

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| Reviewed By (HR): | | Date/Signature: | |
| Approved By (line manager): | | Date/Signature: | |
| Incumbent signature: | | Date/Signature: | |