

**NIPDB**Namibia Investment Promotion
& Development Board

Office of the President

JOB DESCRIPTION

Job Title:	Consultant: MSME Ecosystem Sector Development	Department:	MSME Development and Export Promotion
Employee Name:		Division:	MSME Ecosystem Sector Development
Job Category:	Skilled/ Professional	Job Grade:	C4
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates:	None
Immediate Supervisor	Senior Manager: MSME Ecosystem Sector Development		
Job Purpose:			
The MSME Ecosystem Sector Development Consultant is responsible for establishing, coordinating, facilitating, and maintaining strategic relationships within the entrepreneurship, innovation and technology ecosystem, with a particular focus on key sectors and their stakeholders. The role entails identifying sector-specific needs and ensuring that appropriate support mechanisms are in place to strengthen and align these sectors with the broader entrepreneurial ecosystem. Key responsibilities include conducting in-depth research, analysis, interpretation, and presentation of data related to key sectors and their associated ecosystems. The Consultant is also expected to identify systemic constraints, provide actionable insights, and incorporate regional and global best practices relevant to MSME development. Additionally, the incumbent will support the provision of sector-relevant data and intelligence to enable effective and informed decision-making within the department.			

Duties and Responsibilities:	Measures:
Role Specific: <ul style="list-style-type: none">• Establish, coordinate, facilitate, and maintain strategic relationships within the entrepreneurship, innovation and technology ecosystem, with a focus on key sectors and their stakeholders.• Facilitate international partnerships through state visits and missions to forge relationships with relevant stakeholders• Identify sector-specific needs and develop support mechanisms aligned with the broader MSME and startup ecosystem.• Conduct research and analysis on key sectors, identifying systemic constraints and providing actionable insights.• Integrate regional and global best practices into sector development strategies.• Facilitate access to sector-relevant data to support evidence-based decision-making.• Maintain a repository of sector intelligence and stakeholder information.	<ul style="list-style-type: none">% Adherence to the relevant company policies and procedures.A conducive environment for stakeholders to meet company strategic objectives.Lead generationService commitment measuresStakeholder engagementTimely and accurate submission / disbursement of information% Master Data AccuracyReports submitted on time# Anomalies identified and reported



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<ul style="list-style-type: none"> Support stakeholder engagement and contribute to cross-sector ecosystem coordination. Provide inputs for departmental reporting and undertake other related duties as required. <p>Collaborative Role:</p> <ul style="list-style-type: none"> Support coordinated engagement with MSME and startup stakeholders across sectors at both national and international levels. Contribute to cross-functional initiatives aimed at enhancing sector visibility, ecosystem alignment, and stakeholder participation. Collaborate with internal teams to support the development of knowledge products, reports, and communication materials aligned to the department's strategic focus areas. <p>Other:</p> <ul style="list-style-type: none"> Provide inputs and updates for departmental planning, monitoring, and reporting processes as required. Undertake any other duties as may reasonably be required in support of the department and NIPDB's strategic objectives. 	<p>% Data integrity</p> <p>Accuracy of data recorded</p> <p>Conducive climate is set with all parties.</p>
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Job Requirements	
Qualifications and Education Requirements	Preferred Skills
<ul style="list-style-type: none"> Bachelor Degree in Economics, Business Administration or relevant Developmental or Social Sciences Discipline Minimum 2-3 years' experience in the field of economics, MSME or startup development or public administration Experience in stakeholder engagement and ecosystem coordination. Good understanding and knowledge of business finance (added advantage) Excellent written and verbal communication, presentation, and interpersonal skills; ability to effectively engage and collaborate with diverse stakeholders Demonstrated understanding of key economic sectors relevant to Namibia 	<ul style="list-style-type: none"> Excellent verbal and written communication skills Research & presentation skills Accuracy and attention to detail Highly organized, strong planning skills Ability to multitask Strong inclination to take initiative Curious, keen to learn and proactive about personal development Good interpersonal skills Enthusiastic about stakeholder engagement. Networking skills



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- Demonstrable understanding of socioeconomic dynamics in Namibia
- Skills in planning, designing, and conducting economic research, data capturing and writing of analytical reports are vital
- Previous work in the MSME and startup development space (e.g., research, projects, or full-time employment) (added advantage)
- Valid Driver's license (added advantage)

Internal/External Stakeholders:

All internal staff members and stakeholders are in line with the responsibilities of the role.

Note:

- *Your job description is a broad 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.*

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