



PROJECT COORDINATOR: NEW BUSINESS VENTURES

The Organisation

Our client is a visionary Foundation born from the remarkable achievements of a distinguished asset management firm. At its core, the organisation is driven by the mission to empower and uplift socially responsible entrepreneurs who hold the potential to ignite transformative change within their communities. Committed to nurturing this potential, the Foundation leverages its extensive ecosystem of partners, programs, and resources, adopting a holistic approach to entrepreneurial development. In Namibia, the Foundation's work involves identifying and nurturing promising young entrepreneurs and leaders, offering educational support, mentorship, and financial aid to help them realise their ambitions. Furthermore, it fosters a culture of social responsibility and ethical leadership among its beneficiaries, establishing a robust network of Alumni poised to make positive contributions to both their communities and the Namibian economy.

The Region

Namibia | Botswana | eSwatini

The Role

Reporting to the Regional Head, the Project Coordinator: New Business Ventures will provide leadership and operational execution in advancing the Foundation's venture-creation agenda across Namibia, Botswana, and eSwatini. The role is central to bridging venture building with ecosystem development, with accountability for implementing key programmes, supporting Fellows in entrepreneurship, and fostering networks through the EBN Association.

The ideal candidate is a values-driven, entrepreneurial individual with venture-building experience, a strong academic background, and a commitment to youth entrepreneurship and ecosystem strengthening.

Key areas of focus:

Venture Development & Ecosystem Building:

- Lead implementation of new business venture initiatives, including the Venture Studio (localized with research partners), Talent Investor programme, and Allan Gray Makers TVET entrepreneurship programme.
- Provide Fellows and entrepreneurs with practical support in building, launching, and scaling ventures.

Association Oversight:

- Support and oversee the activities of the EBN Association, ensuring effective delivery of its mandate to provide networking, mentorship, professional development, and investment-readiness programmes for Allan Gray Fellows.

Project Coordination:

- Drive end-to-end project planning, budgeting, execution, and monitoring for new business ventures.
- Ensure timely and quality delivery across Namibia, Botswana, and eSwatini.

Stakeholder Engagement:

- Build and maintain strong partnerships with universities, TVET institutions, incubators, innovation hubs, and external investors to strengthen entrepreneurial ecosystems.

Monitoring & Reporting:

- Develop data-driven KPI's, provide quarterly reports to the Regional Head, and prepare board submissions on venture creation outcomes and EBN Association progress.

Mentorship & Learning:

- Facilitate mentorship networks and knowledge exchange between fellows, partners, and ecosystem players.

What We Are Looking For

Compulsory requirements:

- Honours degree in Business Administration/Management, Entrepreneurship, Economics, or related field.
- Demonstrated 2–3 years' experience in venture building, entrepreneurship or incubation, with proven expertise in project implementation, stakeholder engagement, and ecosystem development.
- Strong understanding of entrepreneurial finance and innovation ecosystems.
- Excellent written and verbal communication across diverse cultural contexts.
- Strong analytical and problem-solving skills; ability to manage multiple projects simultaneously.

Added advantages:

- Master's degree in Business Administration, Development Finance, or Project Management.
or
- Professional certifications in project management (PMP, PRINCE2) or entrepreneurship development.

Competency requirements:

- Purpose-led servant leadership with a values-driven approach.
- Strong interpersonal skills to engage Fellows, partners, and external stakeholders.
- Ability to navigate and manage multi-country contexts.
- Commitment to continuous learning, innovation, and adaptability.
- Passion for driving youth entrepreneurship and sustainable business creation.
- Business acumen to identify opportunities, manage risks, and maximize value.

Interested in Pursuing this Opportunity?

Closing date: 22 September 2025, at 19:00.

Follow the application instructions on the Potentia website www.potentia.com.ng and upload a copy of your CV and supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Suitably qualified applicants from designated group as defined in the Affirmative Action (Employment) Act, Act of 29 of 1998 are encouraged to apply. Only electronic applications and CVs submitted via the Potentia website will be accepted. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Please note that our partner reserves the right to only employ individuals who fall within their retirement age guidelines and policies. Our client also reserves the right not to make any employment offer or appointment.