

Job Title:	SME Fund: Administration & M&E Officer	Department:	MSME Development an Export Promotion
Employee Name:		Division:	Startup & Scale
Job Category:	Skilled / Professional	Job Grade:	
Travel Required:		Position Type:	Fixed Term
Location:	Windhoek	Subordinates:	None
Immediate Supervisor	SME Fund: Project Lead		
Job Purpose:			
<p>The Administrator and Monitoring & Evaluation Officer will provide administrative, operational, logistical, and monitoring support to the SME Fund to ensure efficient implementation, coordination, tracking, and reporting of project activities.</p> <p>The position will support office administration, implementation tracking, monitoring and evaluation coordination, reporting support, stakeholder coordination, records management, logistical arrangements, and operational implementation aligned with approved procedures, governance frameworks, donor requirements, and implementation plans under the SME Fund Project.</p> <p>The incumbent will further support project coordination through implementation tracking, data consolidation, reporting support, action follow-up, and maintenance of project records and dashboards to ensure efficient delivery of SME Fund objectives.</p>			



Responsibilities	Performance Indicators
<p>1. Administrative and Operational Coordination</p> <ul style="list-style-type: none"> ● Provide day-to-day operational and administrative support to the SME Fund team. ● Coordinate meetings, workshops, stakeholder engagements, and logistical arrangements. ● Prepare meeting agendas, minutes, attendance registers, and action trackers. ● Maintain filing systems, operational records, and project documentation. ● Support procurement and logistical coordination activities where required. ● Assist with implementation coordination and follow-up on delegated tasks and action items. ● Ensure proper administration and safekeeping of project documentation and operational records. 	<p>Timely completion of operational and administrative tasks.</p> <p>Effective coordination of meetings and logistics.</p> <p>Accuracy and maintenance of project records and documentation.</p>
<p>2. Monitoring, Evaluation and Reporting Support</p> <ul style="list-style-type: none"> ● Support implementation tracking and monitoring activities related to SME Fund initiatives. ● Maintain implementation dashboards, trackers, and activity monitoring tools. ● Assist with collection and consolidation of project information and implementation data. ● Support preparation of monthly, quarterly, and ad hoc implementation reports. ● Maintain records relating to project outputs, stakeholder engagements, and implementation progress. ● Support monitoring of implementation progress against approved workplans, objectives, and deliverables. ● Assist with reporting coordination and follow-up on implementation performance indicators. 	<p>Timely preparation of implementation updates and reports.</p> <p>Accuracy of implementation tracking and reporting tools.</p> <p>Percentage of implementation milestones tracked and updated</p>



<p>3. Records and Knowledge Management</p> <ul style="list-style-type: none"> • Maintain organised electronic and physical filing systems. • Ensure proper storage and safekeeping of operational and project documentation. • Support document management and version control processes. • Maintain stakeholder databases and operational trackers. • Support maintenance of project templates, reporting documents, and institutional records. • Document implementation lessons learnt, stakeholder engagements, and project developments where applicable. 	<p>Proper maintenance of filing and document management systems.</p> <p>Compliance with record management requirements.</p> <p>Accessibility and organisation of project records.</p>
<p>4. Coordination and General Support</p> <ul style="list-style-type: none"> • Support coordination between internal teams, stakeholders, suppliers, and partners. • Follow up on action items and implementation activities where required. • Support coordination of workshops, stakeholder engagements, ecosystem activities, and project meetings. • Provide administrative and logistical support during project activities and events. • Support internal communication and operational coordination related to project implementation. • Undertake additional duties as reasonably required. 	<p>Timely completion of delegated action items.</p> <p>Effective coordination and operational support.</p> <p>Adherence to deadlines and quality standards.</p>

<p>Job Requirements⁴⁰</p>	
<p>Qualifications and Education Requirements</p>	<p>Preferred Skills</p>
<ul style="list-style-type: none"> • Bachelor's Degree in Office Administration, Business Administration, Public Management, Project Management, Monitoring & Evaluation, 	<ul style="list-style-type: none"> • Strong administrative and organisational abilities. • Good coordination and logistical support skills.



Development Studies, or a related field (NQF Level 7).

- Minimum 2–4 years' relevant administrative, operational, project coordination, or monitoring and evaluation support experience.
 - Experience working in donor-funded projects or project implementation environments will be advantageous.
 - Must be computer literate with good working knowledge of Microsoft Office applications.
 - Valid Driver's license is an added advantage
- Good communication and interpersonal skills.
 - Strong attention to detail and accuracy.
 - Good record management and document control skills.
 - Ability to work independently and manage multiple tasks.
 - Professionalism, integrity, and confidentiality.
 - Good reporting and implementation tracking capabilities.