

Job Title:	SME Fund: Project Lead	Department:	MSME Development and Export Promotion
Employee Name:		Division:	Startup & Scale
Job Category:	Skilled / Professional	Job Grade:	
Travel Required:		Position Type:	Fixed Term
Location:	Windhoek	Subordinates:	Yes
Immediate Supervisor	Startup & Scale Manager		
Job Purpose:			
<p>The Project Lead will be responsible for the strategic leadership, coordination, implementation, and operational oversight of the SME Fund.</p> <p>The position will provide strategic and operational leadership to ensure effective implementation of the SME Fund in alignment with approved governance structures, financing agreements, implementation plans, operational frameworks, and donor requirements.</p> <p>The incumbent will oversee project implementation, stakeholder coordination, financial and operational oversight, reporting, partnership engagement, resource mobilisation support, and team coordination to ensure successful delivery of the SME Fund objectives.</p> <p>The role further supports the positioning of the SME Fund as a strategic national intervention that contributes towards entrepreneurship development, MSME competitiveness, ecosystem</p>			



strengthening, innovation, investment mobilisation, and sustainable economic development in Namibia.

Responsibilities	Performance Indicators
<p>1. Strategic Leadership and Project Oversight</p> <ul style="list-style-type: none"> ● Lead and coordinate implementation of SME Fund activities and workplans. ● Ensure implementation activities align with approved governance structures, implementation plans, financing agreements, and operational frameworks. ● Provide strategic direction and operational oversight for the SME Fund team and activities. ● Coordinate implementation priorities, timelines, risks, and deliverables. ● Monitor implementation performance and ensure timely delivery of project outputs and objectives. 	<p>Percentage of project milestones achieved.</p> <p>Effective implementation of approved workplans and activities.</p> <p>Compliance with approved implementation plans and governance frameworks.</p> <p>Timely delivery of project outputs and objectives.</p>



<p>2. Stakeholder Coordination and Partnership Management</p> <ul style="list-style-type: none"> • Coordinate engagement with development partners, government institutions, ecosystem stakeholders, MSMEs, financial institutions, and strategic partners. • Build and maintain strong stakeholder and partnership relationships in support of SME Fund objectives. • Facilitate stakeholder engagements, meetings, workshops, and strategic collaboration initiatives. • Coordinate implementation follow-up actions and stakeholder communication. 	<p>Number of stakeholder engagements coordinated.</p> <p>Effective stakeholder coordination and relationship management.</p> <p>Number of strategic partnerships and collaboration initiatives facilitated.</p> <p>Stakeholder satisfaction and engagement levels.</p>
<p>3. Governance, Reporting and Compliance</p> <ul style="list-style-type: none"> • Ensure compliance with donor requirements, governance structures, operational procedures, and reporting obligations. • Coordinate preparation and submission of project reports, implementation updates, presentations, and strategic briefs. • Monitor project risks, implementation challenges, and operational requirements. • Maintain implementation dashboards, workplans, tracking tools, and governance documentation. • Support audit, monitoring, and evaluation processes where required. 	<p>Timely submission of reports and governance documentation.</p> <p>Compliance with donor and operational requirements.</p> <p>Accuracy and maintenance of project records and implementation trackers.</p> <p>Effective monitoring and management of implementation risks.</p>



<p>4. Team Leadership and Operational Coordination</p> <ul style="list-style-type: none"> • Coordinate and supervise SME Fund staff and implementation activities. • Promote a collaborative, professional, and performance-oriented work environment. • Support staff coordination, implementation planning, and operational alignment. • Coordinate day-to-day operational and implementation support activities. • Undertake additional duties as reasonably required. 	<p>Effective coordination of project staff and activities.</p> <p>Timely completion of delegated tasks and implementation priorities.</p> <p>Adherence to implementation timelines and quality standards.</p> <p>Team performance and operational efficiency.</p>
<p>5. Strategic Positioning and Sustainability Support</p> <ul style="list-style-type: none"> • Support strategic positioning and visibility of the SME Fund nationally, regionally, and internationally. • Coordinate initiatives aligned with entrepreneurship development, ecosystem strengthening, MSME competitiveness, and investment mobilisation. • Support implementation of sustainability and partnership initiatives related to the SME Fund. • Support strategic engagement opportunities aligned with AfCFTA, entrepreneurship development, and MSME growth initiatives. 	<p>Increased visibility and strategic positioning of the SME Fund.</p> <p>Number of ecosystem and partnership initiatives facilitated.</p> <p>Contribution towards sustainability and ecosystem strengthening initiatives.</p>



6. Day to Day Support to Division Manager

- Coordinate meetings, stakeholder engagements and follow-up actions.
- Prepare presentations, submissions and meeting notes.
- Support day-to-day operational and administrative coordination.
- Undertake additional duties as reasonably required.

Job Requirements

Qualifications and Education Requirements

- Master's degree in Commerce, Entrepreneurship, International Business, Business Management, Economics, or any other related fields;
- Relevant professional qualifications will be advantageous;
- Minimum 5–7 years' relevant experience in project management, programme implementation, entrepreneurship development, MSME support, or related field.
- Experience working in a project-driven environment and managing multiple stakeholders;
- Project Management Certification with an accredited international body will be advantageous.
- Must be computer literate with good working knowledge of Microsoft Office.
- Valid Driver's license is an added advantage

Preferred Skills

- Strong project management and implementation coordination skills.
- Strong stakeholder engagement and relationship management abilities.
- Good understanding of MSME development and entrepreneurship ecosystems.
- Strong leadership and team coordination skills.
- Strong reporting, presentation, and communication skills.
- Strong analytical, strategic thinking, and problem-solving abilities.
- Ability to work independently and under pressure.
- High level of professionalism, integrity, and confidentiality.
- Strong organisational and operational management capabilities.

