

Job Title:	SME Fund: Ecosystem & MSME Support 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 Ecosystem & MSME Support Officer will support the implementation and coordination of ecosystem strengthening and MSME support interventions under the SME Fund. The position will focus on stakeholder coordination, MSME pipeline support, entrepreneurship ecosystem engagement, and implementation of initiatives that strengthen MSME sustainability, competitiveness, and growth potential.</p> <p>The incumbent will support collaboration between entrepreneurship support organisations, ecosystem stakeholders, development partners, public institutions, and MSMEs in alignment with the objectives of the project.</p>			



Responsibilities	Performance Indicators
<p>1. MSME and Ecosystem Support</p> <ul style="list-style-type: none"> • Support implementation of MSME development and ecosystem strengthening initiatives under the SME Fund. • Coordinate ecosystem engagements, workshops, networking sessions, and stakeholder platforms. • Support MSME beneficiary coordination and pipeline development activities. • Assist with implementation of entrepreneurship support and capacity-building initiatives. • Support initiatives aimed at improving MSME competitiveness, sustainability, and growth potential. 	<p>Number of ecosystem initiatives coordinated.</p> <p>Number of MSMEs and stakeholders engaged.</p> <p>Timely implementation of ecosystem activities.</p> <p>Stakeholder participation and engagement levels.</p>
<p>2. Stakeholder Coordination and Collaboration</p> <ul style="list-style-type: none"> • Coordinate engagement with entrepreneurship support organisations, incubators, accelerators, ecosystem hubs, and strategic stakeholders. • Facilitate communication and collaboration between ecosystem stakeholders and implementing partners. • Support partnership coordination activities related to MSME ecosystem strengthening. • Maintain stakeholder engagement databases and coordination records. 	<p>Number of stakeholder engagements coordinated.</p> <p>Effective coordination and stakeholder follow-up.</p> <p>Strengthened ecosystem collaboration initiatives.</p>



<p>3. Research, Reporting and Knowledge Management</p> <ul style="list-style-type: none"> • Conduct ecosystem research, stakeholder mapping, and ecosystem analysis. • Support preparation of ecosystem reports, presentations, and implementation updates. • Maintain ecosystem records, implementation trackers, and stakeholder databases. • Document ecosystem trends, lessons learnt, and implementation progress. 	<p>Timely preparation of reports and ecosystem updates.</p> <p>Accuracy and maintenance of ecosystem records and databases.</p> <p>Quality of research and stakeholder analysis outputs.</p>
<p>4. Implementation 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. • Undertake additional duties as reasonably required. 	<p>Percentage of implementation milestones achieved.</p> <p>Timely completion of delegated tasks and action items.</p> <p>Compliance with approved implementation plans and timelines.</p>

<p>Job Requirements</p>	
<p>Qualifications and Education Requirements</p>	<p>Preferred Skills</p>
<ul style="list-style-type: none"> • Bachelor's Degree in Entrepreneurship, Business Management, Economics, 	<ul style="list-style-type: none"> • Strong stakeholder engagement and coordination skills.



Development Studies, Innovation Management, or related field (NQF 7).

- Minimum 3–5 years' relevant experience in entrepreneurship support, ecosystem coordination, MSME development, or related field.
- Experience working with entrepreneurship ecosystems, donor-funded projects, or MSME support programmes will be advantageous.
- Must be computer literate with good working knowledge of Microsoft Office applications.
- Valid Driver's license is an added advantage

- Good understanding of MSME development and entrepreneurship ecosystems.
- Strong communication and interpersonal skills.
- Strong research and analytical capabilities.
- Good organisational and implementation support skills.
- Ability to work collaboratively with diverse stakeholders.
- Ability to work independently and under pressure.
- High level of professionalism, integrity, and confidentiality.