

JOB DESCRIPTION

Job Title:	Consultant: MSME Business Advisory Services	Department:	MSME Development, Innovation & Acceleration
Employee Name:		Division:	Business Advisory Services
Job Category:	Specialist	Job Grade	
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates:	n/a
Immediate Supervisor	Manager: MSME Business Advisory Services		
Job Purpose:			
<p>The purpose of this role is to provide relevant guidance, support, direction and business advisory services to existing small and medium enterprises and startups. The incumbent will facilitate and manage one on one mentorship and coaching sessions to potential high value start-ups and existing small and medium enterprises. The incumbent will be the first point of contact for all MSMEs approaching or identified by NIPDB. He/she will have the initial meeting to listen to their challenges, do a high level root cause analysis and provide guidance on further actions required to provide support to the MSME/Startup. She/he will also be responsible to monitor and evaluate the improvement of client business position as well as progress made.</p>			
Role and Responsibilities:			
<ul style="list-style-type: none"> ● Provide relevant guidance, support direction and business advisory services to existing small and medium enterprises and startups. ● Conduct Business Diagnostics using relevant tools. ● Facilitate and manage small enterprise training courses and specialised seminars to potential high value start-ups and existing small and medium enterprises. ● Facilitate and manage one on one mentorship and coaching sessions, small enterprise training courses and specialised seminars to potential high value start-ups and existing small and medium enterprises. ● Monitor and evaluate the improvement of client business position. ● Monitoring and evaluation of training and coaching provision and outcomes, and the application of appropriate measures to ensure quality ● Facilitate networks and linkages with organisations in the MSME Business Advisory Services sector ● Ensure full compliance with all business policies and documentation as requested ● Provide weekly/monthly updates to the Manager: MSME Business Advisory Services as and when requested ● Undertake of the duties as and when requested by the Manager: MSME Business Advisory Services 			
Qualifications and Experience Requirements:		Critical Competencies:	
<ul style="list-style-type: none"> ● Bachelor's degree in Commerce, Entrepreneurship, International Business, 		<ul style="list-style-type: none"> ● Stakeholder Management Relationship skills; 	

<p>Business Economics, or any other related field;</p> <ul style="list-style-type: none"> ● 4 – 6 year’s work experience in business advisory/consulting/project management/business owner ● Knowledge and understanding of Namibian MSME sectors ● Namibian citizen ● Knowledge and understanding of Namibia laws governing businesses. ● Must have a valid code B drivers’ licence ● Proficiency in more than one Namibian languages will be an added advantage 	<ul style="list-style-type: none"> ● Excellent communicator (spoken, written and interpersonal); ● Excellent presentation skills; ● Research capabilities, including good analytical skills and numeric capabilities; ● Ability to understand, interpret and communicate research findings; ● Strong time management skills, by delivering to deadlines, managing time across projects and proactively raising issues in a timely manner; ● Confident, ambitious, strategic and forward-thinking; ● Advanced computer skills including MS Office Suite ● Interpersonal skills ● Finance and business acumen ● Customer oriented ● Planning & Organising skills ● Attention to detail and innovative ● Project Management skills ● Decision-making skills ● Report writing skills ● Mentoring & Coaching skills
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