

Job Title:	Consultant: MSME Ecosystem Optimisation	Department:	MSME Development, Innovation & Acceleration
Employee Name:		Job Category:	Skilled/Professional
Division:	MSME Ecosystem Optimisation	Job Grade:	
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates:	
Immediate Supervisor	Manager: MSME Ecosystem Optimisation		
Job Purpose:			
<p>The MSME Ecosystem Consultant is responsible for researching, analyzing, interpreting, and presenting data related to micro, small and medium enterprises and start-ups (MSME) policy reform, funding, capacity building and programs.</p> <p>The incumbent will be responsible for the interactive MSME website's design and development and management as well as the coordination of the department's social media content and the development of user forms/sites on Google Workspace.</p> <p>The incumbent should facilitate the provision of data and information that will aid effective and efficient decision making in the department. The position reports to the MSME Ecosystem Optimisation Manager.</p>			
Role and Responsibilities:			
Role Specific:			
<ul style="list-style-type: none"> ● Managing an electronic catalogue of domestic, regional and international MSME policy ● Developing new analyses, metrics and reports on the data gathered to enhance the MSME environment and provide management with focused insights ● Obtaining and maintaining a plug-in ready database of all key stakeholders and development partners across economic sectors, national regions and international boundaries ● Keeping abreast with current affairs and new developments penalty to MSME empowerment policy, funding options and capacity development ● Optimizing the department's social media presence ● Evaluating new technologies so as to ensure the advancement of the MSME landscape ● Implementing the MSME planning process tools in the department ● Develop performance metrics ● Undertake other duties as may be reasonably required from time to time 			
Collaborative Role:			
<ul style="list-style-type: none"> ● Managing and developing the MSME website in collaboration with the service provider and ensuring relevant, well conceptualized, interactive stakeholder mapping ● Facilitate MSME stakeholder engagements 			
Peripheral Role:			
<ul style="list-style-type: none"> ● Translating department requirements into reporting deliverables ● Assist the MSME department with a detailed national dashboard, including annual planning ● Deliver ad hoc report 			

Qualifications and Experience Requirements	Preferred Skills
<ul style="list-style-type: none"> ● Degree in Economics or relevant developmental or social sciences ● At least 2-3 years experience in the field of economics, MSME development or public administration ● Demonstrable understanding of socioeconomic dynamics in Namibia ● Skills in planning, designing, and conducting economic research, data capturing and writing of analytical reports are vital ● Previous work in the MSME development space e.g. research, projects or full-time employment is an added advantage ● A valid Driver's licence is an added advantage 	<ul style="list-style-type: none"> ● Excellent verbal and written communication skills ● Research & presentation skills ● Accuracy and attention to detail ● Highly organized, strong planning skills ● Ability to multitask ● Strong inclination to take initiative ● Curious, keen to learn and proactive about personal development ● Good interpersonal skills ● Enthusiastic about stakeholder engagement