

JOB DESCRIPTION

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| Job Title: | Executive Director: MSME Development and Export Promotion | Department: | MSME Development and Export Promotion |
| Employee Name: | | Division: | N/A |
| Job Category: | Executive Director | Job Grade: | E |
| Travel Required: | Yes | Position Type: | 5 Years Contract |
| Location: | Windhoek | Subordinates: | Yes |
| Immediate Supervisor | Chief Executive Officer | | |
| Job Purpose: | | | |
| <p>The Executive Director: MSME Development and Export Promotion is responsible for national co-ordination to create an enabling environment for the growth and sustainability of the MSME sector. To develop and maintain sound business relationships with the MSME sector players and to understand the needs and requirements of the sector. Identify and maximise MSME development opportunities and create sustainable business growth pipelines for MSME's. Coordinate and stimulate SME funding and access opportunities.</p> <p>Furthermore, the department is responsible for supporting MSME with access to market as well as support the implementation of the national Export Promotion strategy by facilitating off-take of Namibian made goods and services.</p> | | | |
| Role and Responsibilities: | | | |
| General | | | |
| <ul style="list-style-type: none"> ● Develop institutional mechanism and assume lead coordinating role across all levers for MSME development nationally. ● Conduct market analyses to understand MSME development needs and requirements. ● Awareness-raising on business and investment opportunities in Namibia's Priority Sectors and ensuring that Namibian MSME are identified and capacitated to fully participate and increase local content in these sectors. ● Implement the National MSME Policy. ● Develop and implement NIPDB's Export Promotion Strategy. ● Perform any other duties that might be unrelated but relevant to this job function as assigned by the CEO. | | | |
| Ideation and Incubation | | | |
| <ul style="list-style-type: none"> ● Support development of innovation across MSMEs ● Identify and analyse existing incubation and acceleration services and propose new incubation services. | | | |

Financing

- Facilitate and coordinate access to funding for MSME.
- Work with the Partnership team to identify available funding opportunities, maintain a database of such opportunities and ensure the ecosystem provides necessary support to empower MSMEs to access these funding.
- Work with the Development bank and other commercial banks to determine the uptake of available financing and work on strategies to eliminate barriers to such uptake. This includes programs such as funding for professionals and access to the Credit Guarantee Scheme as well as other funding opportunities made available by the government.
- Be proactive in searching for funding opportunities made available by international organisations for the benefits of MSME and facilitate the uptake of these funds by Namibian MSMEs.

Market Access

- Conduct gap analysis of the local procurement processes to ensure MSMEs are able to participate in the local procurement value chain.
- Collaborate with MIT, NTF and GS1 to implement strategies aimed at increasing the awareness and promotion of consumption of Namibia made goods and services. This included but not limited to support the Buy Local, Grow Namibia as well as the National Retail Charter and other efforts aimed at increasing the stocking of Namibia goods in the retail industry.

Information Dissemination

- Share business prospects, opportunities and business development leads obtained through market analysis.
- Develop and design comprehensive toolkits, including specific modules for the greening of start-ups and SMEs.

Capacity Building, Mentorship and Training

- Engage MSMEs and relevant organisations to identify opportunities for growth and ensure the provision of business advisory services.
- Develop MSME training and capacity building programs and technical assistance offerings including training of trainers.
- Coordinate technical assistance, operational support, automation and mechanisation of MSME products and services.
- Engage the private and public sectors representatives to facilitate and participate in the coaching, mentoring, incubating and accelerated growth of MSMEs.

BSO Ecosystem Support

- Capacity and needs assessment of existing service providers and develop mentorship networks
- Capacity strengthening of new and existing incubators and accelerators in service provision, incubator/accelerator management, performance measurement of service recipients.
- Forge partnerships with relevant stakeholders and actors (including incubators, accelerators, investors, corporates, academic institutions, sponsors, etc.) in the ecosystem.

Monitoring and Evaluation

- Monitor the impact of MSME development initiatives on the national socio-economic performance.
- Maintain a database of Namibian MSMEs categorised as per the Namibian MSME policy (Micro, Small and Medium) and track their development from Micro to Small to Medium to Commercial.

Qualifications, Education and Experience Requirements

- Master's degree in Commerce, Economics or Business, or Public Administration Management or a Professional Qualification in related fields and at the same NQF level.
- 7 to 10 year's senior management experience in a related field of SME development, Business Management or Business Administration
- Experience in managing or playing a supporting role to Small or Medium organisations will be an added advantage.
- Demonstrable understanding and exposure to the challenges facing SME locally and, in the region, as well as direct experience with SME projects or project implementers.
- Sound knowledge and experience of the SME sector
- Good experience and knowledge of the local, regional and international SME business environment
- Understanding of the Namibian economy and specifically sectors driving the growth and development of the Namibian economy

Preferred Skills

- Good negotiation, interpersonal and collaboration skills.
- Good knowledge and experience of relationship building techniques
- Strategic planning ability and resource management skills.
- Good understanding and experience with fundraising and coordination ability.
- Ability to maintain and update MSME records in accordance with sector guidelines.
- Ability to extract SME market data, trends and insights.
- Positive attitude and an ability to stay calm under pressure.
- Excellent communication skills; verbal, written and presentation.
- Data analysis, interpretation and problem-solving skills.
- Ability to explain technical and complex issues to customers.
- Empathy and an ability to see things from others perspective

Internal/External Stakeholders:

All internal staff members and stakeholders, in line with the responsibilities of the role.

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| Reviewed By (HR): | | Date/Signature: | |
| Approved By (Line Manager): | | Date/Signature: | |
| Incumbent Signature: | | Date/Signature: | |