



Job Profile - Project Coordinator - Women Entrepreneurship Development

Key responsibilities

Working under Head -Gender, the overall role of the **Project Coordinator- Women Entrepreneurship Development** is to facilitate, coordinate, and monitor the effective implementation and timely delivery of the SADC Project on Enhancing Women Entrepreneurship Development.

The primary responsibilities will include:

- i. Preparing implementation plan for the Project, including delivery timelines.
- ii. Conducting stakeholder mapping and consultations in the target countries to introduce the Project.
- iii. Undertaking baseline and needs assessment on financial access, business capacity, skills gap and market participation and conduct related validation workshops on the findings and recommendations. Facilitate the design and implementation of country-specific training workshops and capacity-building sessions on financial literacy and business management.
- iv. Conducting workshops and consultative meetings with relevant stakeholders to facilitate access to microfinance, business loans, grants and business support services for women's businesses.
- v. Facilitating implementation of consultative and capacity building initiatives to advocate for gender-responsive trade reforms and policy reforms on women's financial inclusion. Deliver training in e-commerce, digital trade and online marketing for women entrepreneurs.
- vi. Supporting product development and value addition, branding, and enterprise growth capacity development initiatives for women-led businesses.
- vii. Facilitating implementation of mentorship and coaching programs for women entrepreneurs in the target countries.
- viii. Organizing networking events and facilitate women entrepreneurs' participation in regional and international trade fairs.
- ix. Facilitating project monitoring, evaluation, reporting and related procurements.

Specific Responsibilities

The specific responsibilities will include:

- i. Establishing project governance structures (Project Reference Group).
- ii. Conducting stakeholder consultations in target countries and submit Inception Report.
- iii. Undertaking baseline assessments and submit baseline report on financial access, business capacity, and market participation.
- iv. Developing and submit Training Manuals and Toolkits training curricula (financial literacy, investment readiness, digital trade).
- v. Identifying and profile women-led SMEs.
- vi. Conducting pilot training programmes and submit Pilot Programme Report.
- vii. Scaling up training programmes across participating countries and submit Training and Capacity Building Reports.
- viii. Facilitating training in e-commerce, digital marketing, and business management and submit SME Support and Financing Facilitation Report.
- ix. Supporting product development, branding, and enterprise growth.
- x. Facilitating access to finance and business support services.
- xi. Development and establishment of mentorship and coaching programmes and submitting Mentorship and Coaching Programme Report.
- xii. Facilitating participation in trade fairs and business expos within the SADC region and global markets.
- xiii. Strengthening regional market linkages and networking platforms and submit Trade and Market Access Report.
- xiv. Promoting gender-responsive trade and financial policies and submit Policy Briefs and Advocacy Reports.
- xv. Conducting engagement with financial institutions on inclusive product design and submit Financial Sector Engagement Report.
- xvi. Conducting final evaluation and impact assessment and submit Final Evaluation Report.
- xvii. Developing and submitting a sustainability and scale-up strategy.
- xviii. Holding final regional dissemination events and submit Project Completion Report.

Qualifications and Experience

Education:

At least a Master's degree in Economics, Business Development Studies, Development Studies, Business Administration, or related field from a recognised institution.

Experience:

- a) At least 10 years of proven working experience on gender equality programmes related to entrepreneurship development, trade, and women's economic empowerment. This must include at least 5 years of proven working experience in

designing and facilitating economic empowerment training programmes, particularly for women, youth, and vulnerable groups (including persons with disabilities).

- b) Demonstrated experience working with governments, private sector, and regional or international organisations or bodies.
- c) Proven experience in dealing with Regional Economic Communities (RECs) within the African Context.
- d) Strong understanding of gender equality, women's economic empowerment, and gender-based violence (GBV) dynamics and experience in the SADC region is highly desirable.

Competencies:

- a) Knowledge of mainstreaming gender into trade policies or programmes;
- b) Knowledge of gender-responsive budgeting, sustainable finance, and financial literacy;
- c) Strong facilitation, capacity-building, and stakeholder engagement skills;
- d) Excellent analytical, presentation and report writing skills;
- e) Ability to work independently, under pressure and deliver results within stipulated timelines.
- f) Understanding of SADC regional economic and industrialization strategies and policies.

Other requirements:

Fluency in written and spoken English;

Excellent communication and analytical skills; and

Proven working experience in the SADC region is an asset.

Preferred skills:

- a) Proven working experience in African context, particularly in Sub-Saharan Africa
- b) Previous experience working with International Cooperating Partners (ICPs)
- c) Knowledge of SADC priorities and challenges towards regional integration.
- d) Experience in using MS Project or other project management systems would be an added advantage.

Working, Reporting and Management Modalities

The position will be based in Gaborone, Botswana at the SADC headquarters. The Coordinator will report to the Head of Gender Unit and will be expected to work with and provide updates to the reference and technical working groups established. The Coordinator will also supervise and work closely with other short-term contractors and consultants involved in the project. Reports on the outputs and deliverables are expected from the Coordinator as per the set timelines.

The work will include travels to attend relevant in-person meetings and workshops in the target countries, the SADC Headquarters, and other missions related to the Project. Costs and arrangements for travel and incidentals related to the attendance of Project activities and meetings will be covered by the Project.

APPROVAL:

Approved by:	Head Gender
Date approved:	03 June 2026