



VACANCY ANNOUNCEMENT – STARTUPS OFFICER

Location: LSETF, HQ, Lagos Nigeria

Position: STARTUPS OFFICER - FIXED TERM
Industry: Government
Job Type: Contract (12 Months)

About LSETF

Lagos State Employment Trust Fund (LSETF) was established to provide financial support to residents of Lagos State, for job, wealth creation and to tackle unemployment. LSETF serves as an instrument to inspire the creative and innovative energies of all Lagos residents and reduce unemployment across the State. The Fund has the mandate to help Lagos residents grow and scale their Micro Small and Medium Enterprises (“MSMEs”) or acquire skills to get better jobs through its three programmes; the Employability Support Programme, the Lagos Innovates Programme and the Loan Programme.

Job title:	<i>Startups Officer – Fixed Term</i>
Reports to:	Head, Startups (Lagos Innovates)
Direct Report:	None

Job purpose

Assist with workflow processes for the Hub Loan and Talent Development Programs

Duties and Responsibilities:

- Support in end – to- end administration of the Workspace voucher program: portal opening/closing, assigning applications to judges, evaluating and compiling results, disbursing vouchers to beneficiaries, processing payments to partners, obtaining receipts, setting up new partners on voucher platforms, resolving issues raised by partners and beneficiaries
- Idea Hub Program: Manage the startup founders in each cohort, provide avenue for feedback from beneficiaries, evaluation of applications, support in organizing online and physical masterclass sessions.
- Manage relationships with ecosystem partners across all the programs of the department and beneficiaries.
- Ensure compliance with Standard Operating Procedures.
- Assist with workflow processes for the Hub Loan and Talent Development Programs.
- Ensure increase in overall efficiency and reduction of TAT

Qualifications & Experience:

- ✓ First Degree or Higher National Diploma certificate (minimum of lower credit) from a recognized higher institution.
 - ✓ NYSC discharge certificate is mandatory
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Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Communication Skills
- ✓ Business Writing; Presentation and Report Writing
- ✓ Analytical and Problem-Solving Skills

Method of Application

Please send all CVs to careers@lsetf.ng before close of business on **Tuesday, April 9, 2024** stating the position in the subject. Only shortlisted candidates will be contacted.

We are NDPR compliant. By submitting your information and documents to us, you are agreeing to the storage and usage of your data by LSETF, in accordance with our [privacy policy](#)
