

VACANCY ANNOUNCEMENT – HEAD PROCUREMENT

Location: LSETF, HQ, Lagos, Nigeria

Position: **Head, Procurement**
 Industry: Government
 Job Type: **Full Time**

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:	Head, Procurement
Reports to:	Director Finance & Corporate Services
Direct Report:	2 (two)

Job purpose

The Procurement Manager develops and implements cost-effective procurement strategies, oversees supplier selection and contract negotiations, ensures compliance with public procurement guidelines, and maintains quality, safety, and environmental standards to support organizational goals.

Duties and Responsibilities:

- Designing, developing, implementing and maintaining procurement, purchasing, and distribution policies, rules, and guidelines, to achieve the most cost-effective processes for the organization, and to achieve operational excellence
- Review procurement processes and find a better way of improving it
- Manage and support the process of selecting suppliers of goods and services (bid solicitation, bid evaluation and award of contract/P.O. S) for all LSETF procurement
- Lead negotiations, agree contracts and resolve complex delivery, quality or other related problems with contractors and suppliers
- Understand and require contractors to meet all applicable environmental and safety standards
- Plan, coordinate and actively participate in meetings with potential suppliers, contractors, and user group
- Lead price negotiation, terms and conditions resolution and quality requirements
- Oversee the documentation requirement & management of the unit in line with the public procurement guidelines
- Stay abreast of and evaluate current market conditions and develop new sources of supply, as necessary
- Support and carry out Ad-hoc Tasks as assigned to meet the corporate objectives of the Fund

Qualifications & Experience:

- ✓ First Degree or Higher National Diploma certificate in Purchasing and Supply chain Management (minimum of lower credit) from a recognized tertiary institution.
- ✓ Professional Certification with MBA is acceptable
- ✓ Minimum of 8 years' cognate experience with at least 5 years cognate experience in procurement/supply chain or a related function.
- ✓ Work experience in Development Agencies or Development Finance Institute is an added advantage
- ✓ NYSC discharge certificate is mandatory
- ✓ Knowledge of Procurement and Supply Chain Management
- ✓ Knowledge of Vendor Management, Contract Management, Public Procurement Policy
- ✓ Understanding of Programme/Project Management Skills
- ✓ Understanding of Developmental Financing/Social Impact

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Leadership Capabilities
- ✓ Relationship Management Skills
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Communication Skills
- ✓ Business Writing; Presentation and Report Writing
- ✓ Analytical and Problem-Solving Skills
- ✓ Negotiation Skills
- ✓ Detail & Result Oriented with a key focus on operational efficiency & effectiveness (proven track record; positive turnaround time (TAT))

Method of Application

Please send all CVs to careers@lsetf.ng before close of business on **Friday, March 28, 2025** 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 usage and storage of your data by LSETF, in accordance with our [privacy policy](#)