



VACANCY ANNOUNCEMENT – HEAD SPECIAL PROJECTS

Location: LSETF, HQ, Lagos, Nigeria

Position: **Head, Special Projects**
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 five programmes; the Employability Support Programme, the Lagos Innovates Programme the Loan Programme. Business Support Programme, and more recently Job hubs and Project Finance

Job title:	Head Special Projects
Reports to:	Executive Secretary
Direct Report:	None

Job purpose

The Head, Special Projects is responsible for driving strategic initiatives/impact through projects embarked by LSETF driven by innovative and business transformation change or strategic direction of the fund around job creation; to lead and oversee the implementation/execution thereby ensuring their success.

Duties and Responsibilities:

- Collaborate & Liaise with Technical partners terms of reference of strategic projects
- Lead/Drive projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation
- To be the key contact across assigned projects and tasked with owning requirements gathering, coordinating the different internal stakeholders from design, build, test and launch phases of each project
- To monitor implementation/execution of project in line with project phases & timelines; ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project team from various functional departments
- To provide periodic reports or appropriate presentations on the projects to relevant stakeholders
- Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans
- Establish and maintain relationships with appropriate client stakeholders, management providing day-to-day contact, progress/project update,
- Establish and maintain processes to manage scope over the project lifecycle, setting project quality and performance standards, and assessing and managing risk within, and across, multiple projects
- Structure and manage integrated, multi-track project performance databases for multiple digital, print, social, broadcast, and experiential projects, with an eye on overall progress
- Develop and maintain partnerships with outside resources—including third-party vendors and researchers
- Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs

Qualifications & Experience:

- ✓ First Degree or Higher National Diploma certificate (minimum of lower credit) from a

recognized higher institution. A post-graduate degree or professional qualifications will be an added advantage

- ✓ Professional Certification in project management is required
- ✓ Minimum of 8 years' cognate experience in related function.
- ✓ Experience in Non-Profit/Social Impact/Development Finance/Programme Management is required
- ✓ NYSC discharge certificate is mandatory

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ In-depth knowledge of the local tech and innovation eco-system
- ✓ Programme/Project Management Skills
- ✓ Analytical skills
- ✓ Strong attention to detail
- ✓ Leadership Skills
- ✓ Team Management & Human Capital Development Skill
- ✓ Relationship Management Skills
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Communication Skills
- ✓ Business Writing; Presentation and Report Writing
- ✓ Analytical and Problem-Solving Skills
- ✓ Experience in stakeholder/community engagement.

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.

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