

VACANCY ANNOUNCEMENT – EXECUTIVE ASSISTANT TO THE EXECUTIVE SECRETARY/LEGAL SUPPORT OFFICER

Location: LSETF, HQ, Lagos, Nigeria

Position: **Executive Assistant to the Executive Secretary/Legal Support Officer**
 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:	EXECUTIVE ASSISTANT TO THE EXECUTIVE SECRETARY/LEGAL SUPPORT OFFICER
Reports to:	EXECUTIVE SECRETARY
Direct Report:	None

Job purpose

To provide high level administrative, strategic and legal support as well as managing the office of ES thereby ensuring effective communication, operational efficiency, and stakeholder relationship management.

Duties and Responsibilities:

- Manage the Executive Secretary's calendar, travel, meetings, and schedule, including initiating contact and securing appointments as directed, and prioritizing competing demands from internal and external stakeholders.
- Coordinate the day-to-day operations of the Executive Secretary's office, including reception, document preparation and control, internal communications, and general office administration.
- Prepare the Executive Secretary for meetings, presentations, and other engagements, working closely with relevant team members to ensure materials and briefings are ready in advance.
- Serve as a point of contact between the Executive Secretary and LSETF management and staff, relaying communications and follow-ups as appropriate.
- Support the Board Secretariat in coordinating legal matters relating to the Fund, under the guidance of the Legal Unit/Board Secretariat.
- Track and follow up on Matters Arising from Board Meetings on behalf of the Executive Secretary, ensuring timely resolution and status reporting.
- Take accurate minutes at legal and business meetings, summarizing key discussion points, decisions, and action items for circulation.
- Assist in document preparation and control for legal and Board-related materials, including maintaining organized records of Board resolutions, contracts, and correspondence relating to legal matters.
- Liaise with the Ministry of Justice and the Legal Unit at the Ministry of Wealth Creation & Employment on matters relating to the Fund, escalating substantive legal questions to the Board Secretariat/Legal Unit as appropriate.
- Carry out all responsibilities with professionalism, discretion, and respect for others, in accordance with LSETF's policies and code of conduct.
- Maintain strict confidentiality regarding sensitive administrative, legal, and Board matters.
- Perform other duties and support across the Fund's programmes and projects as assigned by the Executive Secretary.

Qualifications & Experience:

- ✓ First degree preferably in Law, Business Administration or any related discipline from a recognized tertiary institution.
- ✓ Minimum of 2–5 years' relevant experience in a related function
- ✓ NYSC discharge certificate is mandatory
- ✓ Experience supporting senior executives or management in a professional or corporate environment
- ✓ Experience in legal documentation, contract administration, meeting coordination and records management is an advantage.
- ✓ Proficiency in Microsoft Office Suite

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Stakeholder communication & relationship management Skills
- ✓ Project & Program Management
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Communication Skills
- ✓ Business Writing; Presentation and Report Writing
- ✓ Analytical and Problem-Solving Skills
- ✓ Time Management

Method of Application

Please send all CVs to careers@lsetf.ng before close of business of **Friday, September 11, 2026**. 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](#)