



VACANCY ANNOUNCEMENT – IT OFFICER (HARDWARE SUPPORT)

Location: LSETF, HQ, Lagos Nigeria

Position: IT Officer (Hardware Support)

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.

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| Job title: | <i>IT Officer (Hardware Support)</i> |
| Reports to: | Head, IT |

Job purpose

To provide effective technical support, management, and maintenance of the organization's IT systems and infrastructure.

Duties and Responsibilities:

- Monitor and maintain computer systems and networks
- Installation and configuration of computer hardware operating systems and applications
- Provide IT support to all staff
- Troubleshoot systems and network problems
- Diagnosing and solving hardware and software problems
- Planning and undertaking scheduled maintenance upgrades
- Provide report and documentation on the organization's IT systems
- Setting up new user accounts, profiles and dealing with IT administration
- Advising Head IT on the integration of new technology to achieve organizational goals and objectives
- Maintain record of IT equipment

Qualifications & Experience:

- ✓ First degree or Higher National Diploma certificate (minimum of lower credit) in Computer Science or a related field from a recognized higher institution.
- ✓ 0 - 2 years of relevant experience
- ✓ NYSC discharge certificate is mandatory
- ✓ CompTIA A+, Cisco Certified Network Associate (CCNA)

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Technical Proficiency
- ✓ Network Administration
- ✓ Security and compliance
- ✓ Documentation and reporting
- ✓ Planning and organization
- ✓ Communication skills
- ✓ Problem solving skills
- ✓ Collaboration and teamwork
- ✓

Method of Application

Please send all CVs to careers@lsetf.ng before close of business on **Friday, January 24, 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 storage and usage of your data by LSETF, in accordance with our [privacy policy](#)