

VACANCY ANNOUNCEMENT

Position: **RA3 Officer**
Reporting to: Lagos CARES RA3 Coordinator
Industry: **Government**
Job Type: **Contract (6 Months)**
Location: **LSETF, HQ, Lagos State**

About N-CARES Programme

The Nigeria Covid-19 Action Recovery and Economic Stimulus (N-CARES) Programme is an intervention that is built on the platforms of existing projects of the Federal Government of Nigeria. These are National Cash Transfer (NCT), Youth Employment and Social Support Operations (YESSO), Community and Social Development Project (NG-CARES), FADAMA, Government Enterprise and Empowerment Programme, (GEEP). These projects are operational at the Federal and State level.

The Program Development Objective is to expand access to livelihood support and food security services, and grants for poor and vulnerable households and firms.

Results Area 3 will support scaling up interventions that help MSEs through (a) grants to support post-COVID-19 loans; (b) grants to support operational costs; and (c) grants to enhance IT capabilities.

Job Description

- Assist in developing and updating the RA3 implementation strategy document
- Assist in beneficiary mobilization and assessment procedures
- Provide support to the RA3 Coordinator to prepare and deliver a range of products, programs and schemes for the MSME target beneficiaries and ensure effectiveness of RA3 interventions
- Prepare and execute grant offers and arrange for disbursement of grants in kind
- Assist in conducting on-going review of MSME needs and refine the RA3 interventions to address them to drive uptake across Lagos State
- Assist in monitoring and tracking performance against targets and address relevant gaps.
- Monitor the request of grant beneficiaries and follow up with the timely resolution of such requests
- Conduct periodic reporting of progress with the programs

Qualifications & Experience:

- ✓ First degree or Higher National Diploma certificate in any discipline from a recognized tertiary institution.
- ✓ Minimum of 4 years' experience in Project Management related function.
- ✓ NYSC discharge certificate is mandatory

Experience Skills & Competency Requirement

- Programme Implementation and Project Management
- Relationship Management
- Organizational and Planning Skills
- Business Acumen
- Excellent Written and Verbal Communication Skills
- Business Writing, Presentation, and Report Writing Skills
- Analytical and Problem-Solving Skills
- Stakeholder and Community Engagement Experience
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Results-Oriented
- Commitment to Service Excellence
- Strong Interpersonal Skills and Team Spirit
- Advanced Excel and Data Analysis Skills
- Proficiency in AI Productivity Tools (e.g., Microsoft Copilot, ChatGPT, and similar applications)

Method of Application

Please send all CVs to careers@lsetf.ng before close of business of **Friday, June 12, 2026**. Only shortlisted candidates will be contacted.

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