

VACANCY ANNOUNCEMENT – STRATEGY OFFICER

Location: LSETF, HQ, Lagos Nigeria

Position: **STRATEGY 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:	STRATEGY OFFICER
Reports to:	Head, Strategy and Product Development
Direct Report:	None

Job purpose

The Strategy Officer will facilitate the implementation of the Lagos State Employment Trust Fund’s (LSETF) strategy in alignment with its mission. The role involves monitoring the Fund’s performance to ensure that its strategic goals and objectives are met, providing data-driven insights and recommendations to support decision-making and drive continuous improvement.

Duties and Responsibilities:

- Support the development and implementation of LSETF's strategic plan, ensuring alignment with the organization's mission and goals.
- Assist in the development of short, medium, and long-term strategic objectives, ensuring they are actionable and measurable.
- Facilitate regular reviews and updates of the strategic plan to accommodate changing environments and priorities.
- Conduct research and data analysis to support strategic decision-making and provide actionable insights.
- Design an efficient portfolio management system to ensure adequate allocation, monitoring and tracking of LSETF portfolio
- Analyze and forecast LSETF funding requirement
- Provide strategic recommendations based on data analysis and market trends.
- Collaborate with internal teams, external stakeholders, and partners to ensure alignment and coherence in the implementation of the Fund's strategy.

- Facilitate workshops, meetings, and other engagements to foster a shared understanding of strategic goals and priorities.
- Support relationship-building activities with government, private sector, and other relevant stakeholders.
- Identify opportunities for process improvements and innovation within the organization to enhance operational efficiency and effectiveness.
- Support the change management process by facilitating strategic initiatives and ensuring smooth transitions.
- Collaborate with various departments to align their activities with the overall strategy.
- Conduct market research and analysis to keep abreast of emerging trends, opportunities, and threats in the employment and enterprise development landscape.
- Provide insights and intelligence to inform strategic planning and positioning of LSETF.
- Provide support with the development of the LSETF impact framework and conduct periodic impact analysis of LSETF activities
- Assist in developing capacity-building programs for staff to enhance their understanding and execution of strategic initiatives.
- Develop training materials and conduct training sessions to strengthen the strategic planning capabilities of the team.

Qualifications & Experience:

- ✓ First degree in Business Administration, Economics, Finance, or a related field.
- ✓ A Master's degree or professional certification in a relevant field is an advantage.
- ✓ Minimum of 3 years of experience in strategic planning, performance management, data analysis, or a similar role.
- ✓ Strong analytical and problem-solving skills with a demonstrated ability to interpret complex data and provide strategic insights.
- ✓ Experience in monitoring and evaluation, performance management, and report writing.
- ✓ Excellent communication and presentation skills, with the ability to engage stakeholders at all levels.
- ✓ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with data analysis tools and software i.e. SPSS and Power BI, R studio is an advantage.
- ✓ Strong organizational skills with a keen attention to detail and the ability to manage multiple priorities

Key Competencies:

Knowledge, Skills and Abilities required for the role:

- ✓ Strategic Thinking and Planning
- ✓ Analytical and Critical Thinking
- ✓ Project Management
- ✓ Stakeholder Management
- ✓ Effective Communication and Interpersonal Skills
- ✓ Problem-Solving and Decision-Making
- ✓ Adaptability and Flexibility
- ✓ Attention to Detail

Method of Application

Please send all CVs to careers@lsetf.ng before close of business on **Friday, January 17, 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 <https://lsetf.ng/content/privacy-policy>