

VACANCY ANNOUNCEMENT – START-UPS OFFICER

Location: LSETF, HQ, Lagos Nigeria

Position: START-UPS 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:	START-UPS OFFICER
Reports to:	HEAD, START-UPS
Direct Report:	None

Job purpose

Provide support to the head of unit in the Implementation of programmes and strategic initiatives targeted at stimulating the local tech eco-system, in line with the Fund's missions and objectives.

Duties and Responsibilities:

- Ensure the smooth running and operation of Lagos Innovates Programs
- Implement selection process for entry and/or admission into any of Lagos Innovates Programs
- Operationalize the partnership framework for startups i.e. identify & engage relevant partners
- Track & monitor effectiveness of Lagos Innovates programs and identify improvement areas
- Report on an on-going basis performance against targets to the Head Startups
- Champion research on key startup challenges and distil key implications for LSETF.
- Conduct periodic reporting of progress with the programs
- Responsible for ensuring the secured handling, processing, and protection of personal data in compliance with data protection regulations and internal policies.
- Any other duties as assigned.

Qualifications & Experience:

- ✓ First Degree or Higher National Diploma certificate (minimum of lower credit) from a recognized higher institution.
 - ✓ Professional Certification is an added advantage.
 - ✓ NYSC Discharge/ Exemption Certificate is mandatory.
 - ✓ Minimum of 2 years' cognate experience in related function.
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Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Customer Service & 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 **Tuesday, June 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>
