

## VACANCY ANNOUNCEMENT – PROCUREMENT OFFICER

**Location: LSETF, HQ, Lagos Nigeria**

Position: **PROCUREMENT 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.

<b>Job title:</b>	<b>PROCUREMENT OFFICER</b>
<b>Reports to:</b>	HEAD, PROCUREMENT
<b>Direct Report:</b>	None

### **Job purpose**

To assist in developing & coordinating strategic approach to the corporate procurement and material management process for the purchase of direct and indirect goods and services in line with the Fund's missions and objectives.

### **Duties and Responsibilities:**

- Contribute in the design, development, implementation, and maintenance of procurement, purchasing, and distribution policies, rules, and guidelines, in order to achieve the most cost-effective processes for the organization, and to achieve operational excellence
- Review procurement processes and find better way of improving it
- Manage and support the process of selecting suppliers of goods and services (bid solicitation, bid evaluation and award of contract/P.O. S) for all LSETF procurement
- Resolve complex delivery, quality or other related problems with contractors and suppliers
- Understand and require contractors to meet all applicable environmental and safety standards
- Plan, coordinate and actively participate in meetings with potential suppliers, contractors, and user group
- Lead price negotiations, terms and conditions resolution and quality requirements.
- Stay abreast of and evaluate current market conditions and develop new sources of supply, as necessary.
- 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.

### **Key Competences:**

Knowledge, Skills and Abilities required for the role:

- ✓ Procurement and Vendor Management
- ✓ Customer Service & Relationship Management Skills
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Communication Skills
- ✓ Business Writing; Presentation and Report Writing
- ✓ Analytical and Problem-Solving Skills.

### **Method of Application**

Please send all CVs to [careers@lsetf.ng](mailto: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>***

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