

VACANCY ANNOUNCEMENT

Job Type: **Fixed Term - Contract**
Location: **LSETF, HQ, Lagos State**

About LSETF/PTI PROJECT

PTI and LSETF intend to work together under the **LSETF-PTI Employment Support Project** to fund a series of employability programmes (Get Into, Get Hired and Get Ready), the **Programmes** to be delivered in Lagos State by delivery partners under license from PTI with the aim of tackling youth unemployment by supporting young people with the skills and experience to move into sustainable work, self-employment or further education and training ("**Project**").

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.

Prince's Trust International (PTI) has been supporting young people worldwide since 2015. PTI was founded by His Majesty King Charles III, to tackle the global crisis in youth unemployment, building on four decades of experience in the UK. Prince's Trust International has been supporting young people worldwide and now works with partners in 18 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, the Middle East and Europe. Prince's Trust International partners with local organisations to deliver education, employment and enterprise programmes that support young people into sustainable careers. PTI have so far empowered over 90,000 young people to learn, earn and thrive. In 2022, PTI began piloting programmes with partners in Nigeria, supporting young people, training youth mentors and developing safeguarding and youth facilitation best practice. PTI's ambition is to continue to create life-changing opportunities for young people in Nigeria at scale.

About the role

LSETF seeks vibrant and competent candidate to work as Project Officer for LSETF-PTI Employability Support Project.

This role will be responsible for supporting in the implementation of the LSETF-PTI Employability Support Project. The role will involve working closely with partner organizations and stakeholders, implementing detailed implementation plans and associated project management tools, conducting employer, young people and stakeholder engagement activities and reviews, and supporting other projects/initiatives across the State as necessary.

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing programming for young people and the ability to work with partners to deliver results under challenging and varied circumstances. The project officer will have strong planning and organizational skills and the ability to work with people from different countries in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results. The officer will have enthusiasm and passion for PTI and LSETF's vision and a conviction to deliver high positive outcomes for young people. We focus on your aptitude, transferable skills and behaviours to assess your potential.

Position: **Project Officer**

Qualification, Experience, Skills & Competency Requirement

- ✓ First Degree or Higher National Diploma certificate (minimum of lower credit) from a recognized higher institution.
- ✓ NYSC discharge certificate is mandatory
- ✓ Minimum of 5 years' cognate experience in related function
- ✓ Programme Implementation/Project Management Skills
- ✓ 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.
- ✓ IT Proficiency (MS Office Suite)
- ✓ Result Oriented
- ✓ Service Excellence
- ✓ Interpersonal Skills & Team Spirit

Job Description

Key Areas of Responsibility

Area	Responsibilities
Project Implementation and Delivery Partner Management	<ul style="list-style-type: none"> • Support the implementation of the LSETF/PTI Employability Support Project, particularly the Get Into/Get Hired and Get Ready programmes, ensuring their safe delivery at quality standards. • Directly manage and monitor ongoing delivery of programmes, supporting in-country partners to meet agreed targets, and reporting on progress to LSETF and PTI. This may include supporting in delivering training and producing toolkits and resources. With specific responsibility for growing, developing and enhancing the impact of programmes in Lagos. • Oversee partner activity including youth engagement and screening, employer engagement, programme commencement, placements, virtual delivery, programme events (job fairs) • Analyse relevant partner documents and key performance indicators such as attendance reports, project milestones, stipend schedules for young people • Maintain and periodically update database of all enrolled and placed students. • Support partners to identify and update curricula with new training areas in line with industry demand where necessary. • Drive placement of certified students through the LSETF dedicated tools (portal, website, directory, etc.) to relevant stakeholders. • Oversee the database of all young people enrolled onto the programme. • Attend all key programmatic events including taster days, graduation events.
Finance	<ul style="list-style-type: none"> • Monitor and review delivery partner finances, including reviewing expenses and receipts against budget, invoices etc. • Ensure accurate and up to date financial reporting for internal and external purposes, including creating finance reports each quarter ahead of the Project Committee meetings. • Lead on LSETF's procurement process for making payments to partners, ensuring all documents are collected from partners and submitted within a timely manner.
Employer and Stakeholder Management	<ul style="list-style-type: none"> • Support with industry and employer engagement activities such as managing employer requests for trainees, employer and job mapping, employer interviews and follow-ups, gaining feedback on programme and participants. • Support the PTI Country Manager, where required, by representing the Project team at events and meetings. • Support the PTI and LSETF teams where required to manage communication and relationships with external partners, supporters, key stakeholders and interested parties where required.

Reporting, Monitoring and Evaluation	<ul style="list-style-type: none"> • Ensure good communications between the project partners and PTI/LSETF, including regular reports, tracking of delivery outcomes and feedback on progress, risks and issues. • Support with embedding the Project M&E framework, ensuring that relevant and accurate information is received from all partners. • Support with training local partners on the Project M&E framework, ensuring integrity, knowledge, and reporting is embedded into operational frameworks for project implementation. • Monitor the Program and capture quantitative and qualitative data in line with the project M&E framework, sharing data with PTI at agreed times. • Analyse relevant partner documents and key performance indicators such as attendance reports, stipend schedules for young people • Attend all Project Consultative Committee meetings, write minutes after and prepare agendas and relevant documents beforehand such as the Partner Progress Report • Conduct periodic reporting on the progress of the programme. • Ensure accurate project information is communicated to LSETF and PTI.
Safeguarding	<ul style="list-style-type: none"> • Complete due diligence on all partners • Work with PTI to review safeguarding policy, code of conduct and safeguarding reporting mechanism of all partners. • Ensure that the young people are safe during the programmes and the 'Safeguarding reporting mechanism' for young people is clear to all those interacting with the programme and embed in all materials and training ensuring young people and partner staff are aware of it. • Ensure the project delivery meets the targets set by PTI and LSETF, including relevant Health, Safety & Security and Safeguarding requirements. • Engage employers in discussion about employer minimum safeguarding standards and as far as possible ensure the safety and wellbeing on the young people during their time with employers. • Support partners to ensure that risks are proactively identified, documented, and mitigated. • Maintain a log of any safeguarding incidents from partners and report them to PTI and LSETF as they arise. Oversee and follow up on actions required to respond to any issues or concerns raised, in collaboration with PTI and LSETF.
Marketing and Communication	<ul style="list-style-type: none"> • Support in delivering the marketing and communications strategy for the Project. • Oversee partner social media and posting to ensure compliance with agreed communications. • Ensure approvals are given by each party prior to any official external communication.
Awareness and Insights	<ul style="list-style-type: none"> • Keep up to date with developments in relevant issues for young people in Nigeria, the society, economy, and political climate which may impact delivery or affect future programming and budgets. • Keep up to date with developments and trends in employability skills training in Nigeria and Africa, especially in relation to potential opportunities to enhance and develop the Employability programmes.

Method of Application

Interested candidates that meet the specifications above should send their CVs to careers@lsetf.ng before close of business on **Friday, May 17, 2024** 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](#)