



British
High Commission
Accra

INTERNSHIP – CLIMATE, SCIENCE, INNOVATION AND INVESTMENT TEAM

Start Date:	01 October 2024
Length of Contract:	1 year
Main Purpose of Job:	To work as part of the Climate, Science, Innovation and Investment Team, providing support for the delivery of its programme and corporate objectives.
Roles and Responsibilities:	<p>Support with desk research and drafting of reports & papers related to team's programmes</p> <p>Assist with logistics and organising team's related events/engagements</p> <p>Support with all tasks and other major global/regional team's conferences</p> <p>General administrative support duties.</p>
Behaviours:	<p>Managing a Quality Service</p> <p>Delivering at Pace</p> <p>Working Together</p> <p>Communicating and Influencing</p>
Language requirements:	<p>Language: English</p> <p>Level of language required: Advanced level proficiency in English Language (ability to understand, write and speak English language without any difficulty)</p>
Other Skills/Experience/Qualifications:	
Essential on arrival:	<p>A graduate from a recognised tertiary institution</p> <p>Ability to analyse data</p>

Prioritising in a fast-paced work environment, delivering to deadlines

Ability to work on own initiative and prioritise effectively under pressure

Excellent interpersonal, written, and oral communication skills;
A good team player

Good organisational skills

Computer literate with Microsoft Windows, Word, Excel spreadsheets and PowerPoint, and able to manage information effectively with available computer systems, databases and website

Desirable:

A good sense of business etiquette in order to present a positive and professional image to UK & Ghanaian stakeholders, both in terms of communication and presentation of services.

Learning and Development:

Online e-learning
On the job learning, job shadowing and mentoring
Access to library
Various development workshops

*To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "CLIMATE, SCIENCE, INNOVATION AND INVESTMENT TEAM" attaching your **one-page CV**, and a cover letter of **not more than 300 words**, answering the questions below:*

Why are you applying for this job? What do you intend to gain from working at the British High Commission, and what will you bring to the table?

APPLICATION DEADLINE:	05 MAY 2024, 23:59GMT (ALL APPLICATIONS RECEIVED AFTER THE SAID DATE WILL NOT BE CONSIDERED)
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