



British
High Commission
Accra

INTERNSHIP – CONSULAR SECTION

Start Date:	01 October 2024
Length of Contract:	1 year
Main Purpose of Job:	To provide administrative support to the Consular Section
Roles and Responsibilities:	<p>Consular assistance cases at the front counter, handling basic enquiries and providing initial consular assistance if required on Hospitalisation, Deaths, Financial Assistance, Prisoners, Child Abduction & Other Assistance work.</p> <p>General enquiries by emails/letters and telephone calls received from our contact centre.</p> <p>Administrative support to Consular team.</p> <p>Ensure all relevant consular lists are always up-to-date.</p>
Behaviours:	<p>Changing and Improving Delivering a Quality Service Managing Quality Service 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 final year student from a recognised tertiary institution.</p> <p>Excellent command of English, oral and written communication. IT Literate – good understanding of modern Microsoft Packages (able to use Word, Excel, PowerPoint etc.)</p>

Ability to work well in a small team, sometimes under pressure.

Desirable: Fluency in French language

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 "CONSULAR SECTION" attaching your 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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