INTERNSHIP – CROSS-CUTTING TEAM

Start Date: 01 October 2024

Length of Contract: 1 year

Main Purpose of Job: To work as part of the Cross-Cutting Team, providing support for the delivery of its programme and corporate objectives.

Roles and Responsibilities: Work as a member of the Cross-Cutting Team. The role will support effective delivery of the team's programmes and corporate objectives in line with its priorities and standard rules and procedures.

Behaviours: Managing a Quality Service
Delivering at Pace
Changing and Improving
Working Together

Language requirements: Language: English

Level of language required: Advanced level proficiency in English Language (ability to understand, write and speak English language without any difficulty)

Other Skills/Experience/Qualifications:

Essential on arrival: A graduate from a recognized tertiary institution with excellent command of English language

Strong Oral and written communication skills

Ability to work at pace and under little or no supervision

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

Ability to work on ow initiative and prioritize effectively

Excellent interpersonal, written and oral communication skills

IT literate – proficiency in the use of modern Microsoft Packages (Word, Excel, PowerPoint etc.)

Learning and Development: Online e-learning

On the job learning

Shadowing and mentoring

Proactively seeking opportunities to learn receive

constructive feedback and develop whilst delivering high

quality support to the Cross-Cutting Team and the wider

British High Commission.

*To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "CROSS-CUTTING 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)**