



British  
High Commission  
Accra

## INTERNSHIP – DEFENCE SECTION

<b>Start Date:</b>	01 October 2024
<b>Length of Contract:</b>	1 year
<b>Main Purpose of Job:</b>	Provide agile and skilled support to the Defence Section Team, responsible for delivering the United Kingdom's Ministry of Defence aim of building and prioritising peace and security within Ghana and across other West African States.
<b>Roles and Responsibilities:</b>	<p>Support the team to deliver diplomatic engagements, events and visits.</p> <p>Assist the Defence section with financial reconciliation.</p> <p>Assist and support with general administrative tasks.</p> <p>Assist with Project Management and Delivery.</p>
<b>Behaviours:</b>	<p>Delivering at Pace</p> <p>Communication and Influencing</p> <p>Making Effective Decisions</p> <p>Working Together</p>
<b>Language requirements:</b>	<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> <p>A basic working level of French is desirable, but not compulsory</p>
<b>Other Skills/Experience/Qualifications:</b>	
<b>Essential on arrival:</b>	<p>A final year student from a recognised tertiary institution.</p> <p>Excellent command of English, oral and written communication.</p> <p>Ability to work in a fast-paced environment.</p>

**Desirable:**

Ability to work autonomously.

Good working knowledge and demonstrable interests in Defence and Security related matters.

Ability to remain flexible as some days will require working beyond standard finishing hours.

**Learning and Development:**

You will be given the opportunity to take part in a range of learning and development opportunities, these will include:

Online e-learning, on-the-job learning, job shadowing and mentoring.

Attend appropriate learning and development courses held at the British High Commission such as workshops and conferences.

To apply for this, kindly send an email to [Recruitment.Accra@fcdo.gov.uk](mailto:Recruitment.Accra@fcdo.gov.uk), stating in the subject "DEFENCE 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?***

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