



British
High Commission
Accra

INTERNSHIP – UK DEPARTMENT FOR BUSINESS AND TRADE

- Start Date:** 01 October 2024
- Length of Contract:** 1 year
- Main Purpose of Job:** The UK Department of Business and Trade is the UK Government's department for economic growth. We support UK business to invest, grow and export. This role will deliver on DBT Ghana's market access and trade promotion objectives; support the identification and removal of barriers to UK-Ghana trade; identify and create opportunities to increase UK-Ghana trade; support DBT Africa's central trade policy and market access team on policy development, research, engagement and administration across Africa.
- Roles and Responsibilities:**
- Help connect UK companies to Ghanaian buyers in selected sectors of interest through stakeholder / customer mapping, identifying supply chains and managing a database of UK and Ghanaian business contacts.
 - Support UK companies with their business interests in Ghana and responding to enquiries and managing the team inbox. Including supporting on verifying suspected fraud attempts.
 - Identifying opportunities and tenders for UK companies, updating the team's project pipeline document, writing sector reports, and offering trade and investment analysis to inform UK industry stakeholders of developments in Ghana.
 - Event and Visit Management, including the support of VIPs visits to Ghana and to the UK engaging with the relevant stakeholders, co-ordinating high-quality briefings. Drafting of agendas, programme plans and transport plans.
 - Research, policy development, stakeholder engagement, information management on pan-African trade policy issues.
 - Provide general administrative support to Country Director and wider team.

Behaviours: Delivering a Quality Service
Delivering at Pace
Working Together
Communicating and Influencing

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: Able to prioritise in a fast-paced work environment and deliver to deadlines.

Confident and ability to take initiative and prioritise effectively under pressure.

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

Good organisational skills.

A flexible approach to work and the ability to manage changes to priorities.

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

Desirable: Able to present a positive and professional image to UK & Ghanaian stakeholders/customers, both in terms of values, communication, and presentation of services

Learning and Development: Online e-learning
On the job learning, job shadowing and mentoring
Various development workshops

*To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "DEPARTMENT FOR BUSINESS AND TRADE" attaching your CV, and a cover letter of **not more than 300 words**, answering the questions below:*

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