



British
High Commission
Accra

INTERNSHIP – HUMAN DEVELOPMENT TEAM

Start Date:	01 October 2024
Length of Contract:	1 year
Main Purpose of Job:	To work as part of the Human Development Team, providing support for the delivery of its programme and corporate objectives.
Roles and Responsibilities:	Work as a member of the Human Development 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:	Delivering Quality Service Delivering at Pace Changing and Improving Collaborating and Partnering
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 final year student from a recognised tertiary institution with excellent command of English language. Strong oral and written communication skills Ability to work at pace in an organised way with little or no supervision Ability to work well in a team, sometimes under pressure Ability to work on own initiative and prioritise work effectively Excellent interpersonal, written and oral communication skills

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

Desirable:

Collection, analysis and use of data

Interest in Human Development

Learning and Development:

Successful applicants will get the opportunity to gain hands-on experience about development work, understand general office functions and build their capacity for the job market through:

On-line learning

On the job learning

Shadowing and Mentoring and

Proactively seeking opportunities to learn, receive constructive feedback and develop whilst delivering high quality support to the office

To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject “HUMAN DEVELOPMENT TEAM” 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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