



British
High Commission
Accra

INTERNSHIP – NATIONAL CRIME AGENCY

Start Date:	01 October 2024
Length of Contract:	1 year
Main Purpose of Job:	Provide efficient support to the National Crime Agency responsible to deliver the NCA's goal of protecting the public from serious organised crime.
Roles and Responsibilities:	<p>Support the team to deliver diplomatic engagements and visits.</p> <p>Provide administrative support to the Regional Manager.</p> <p>Undertake responsibilities as per requirement of NCA business in West Africa.</p> <p>Monitor Ghana's media reporting of domestic and international crime, including cross-border crime.</p> <p>Undertake general office duties, maintaining and updating filing systems and contact lists.</p> <p>Support project management of the Post's budgets.</p> <p>Assist with delivery of capacity building programmes.</p> <p>Support the day-to-day running of the National Crime Agency and assist colleagues across the wider team to deliver business-critical pieces of work.</p>
Behaviours:	<p>Delivering at Pace</p> <p>Seeing the Big Picture</p> <p>Managing a Quality Service</p> <p>Changing and Improving</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: A final year student from a recognised tertiary institution.
Excellent command of English, oral and written communication.
Ability to work in a fast-paced environment.

Desirable: Ability to work independently and maintain discretion.
French language
Good working knowledge of MS Excel and MS PowerPoint.
Good working knowledge of local law enforcement agencies.

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 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, stating in the subject "NATIONAL CRIME AGENCY" 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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