



British
High Commission
Accra

INTERNSHIP – STRATEGIC PARTNERSHIPS AND DIASPORA RELATIONS TEAM

- Start Date:** 01 October 2024
- Length of Contract:** 1 year
- Main Purpose of Job:** Provide agile and skilled support to the Strategic Partnerships and Diaspora Relations Team. This role will be essential to delivering the British High Commission's objectives.
- Roles and Responsibilities:**
- Assist in managing events of varying sizes, including the administration, planning and execution stages.
 - Manage the BHC contact list, working with staff across the mission to ensure this is kept up-to-date.
 - Support the development of the Chevening Scholarships brand, and boost its impact in Ghana, including through mobilising the Chevening Alumni Network.
 - Maintain files and ensure good information management in line with FCDO guidance, and encourage good use of information tools.
- Behaviours:**
- Delivering at Pace
 - Seeing the Big Picture
 - Managing a Quality Service
 - Changing and Improving
- 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. Excellent command of English, oral and written communication. Photography skills with a camera or mobile phone.

Analytical skills.
Ability to work in a fast-paced environment.

Desirable:

Some experience using editing or graphic design software.
Ability to work autonomously.
Good working knowledge and demonstrable interest in Ghana's media landscape.
Good working knowledge and demonstrable interest in key and emerging social media channels such as Instagram, Twitter and TikTok.

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;

Use digital monitoring and evaluation tools;

Use video editing software;

Use graphic design software.

To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "STRATEGIC PARTNERSHIPS AND DIASPORA RELATIONS 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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