



British
High Commission
Accra

INTERNSHIP – TRADE AND ECONOMIC RESILIENCE TEAM

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| Start Date: | 01 October 2024 |
| Length of Contract: | 1 year |
| Main Purpose of Job: | To support the Trade and Economic Resilience Team in achieving its objectives to strengthen economic relations between Ghana and the UK and support the resilience and development of the Ghanaian economy. |
| Roles and Responsibilities: | <p>Engage in desk research (including analysis of data) on various topics to produce findings needed for economic reports/briefs and for policy recommendations.</p> <p>Participate and support provide logistical support to programme management/monitoring meetings, visits, workshops, and events planning (e.g. EDIT Meetings, UK-Ghana Business Council) within agreed timelines.</p> <p>Lead on the TER team’s communication efforts, by working closely with the offices’ Events Manager and communications lead.</p> <p>Work collaboratively with Programme Management team and Advisers in the effective management of Implementing Partners and Civil Service Organisation</p> <p>Provide general administrative support duties to the Team such as arranging workshop, recording of meeting minutes and follow up actions at team meetings, external meetings, workshops and circulate minutes.</p> |
| Behaviours: | <p>Managing a Quality Service Delivering at Pace Collaborating and Partnering Communicating and Influencing</p> |
| 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 graduate from a recognised tertiary institution

Ability to analyse data.

Prioritising in a fast-paced work environment, delivering to deadlines.

Ability to work on own initiative and prioritise effectively under pressure and be proactive.

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

Good organisational skills.

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

Desirable:

A good sense of business etiquette in order to present a positive and professional image to UK & Ghanaian stakeholders, both in terms of communication and presentation of services.

Learning and Development:

Online e-learning.

On the job learning, job shadowing and mentoring.

Access to library.

Various development workshops.

To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "TRADE AND ECONOMIC RESILIENCE TEAM" attaching your **one-page 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?

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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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