



British  
High Commission  
Accra

## INTERNSHIP – UPSTREAM THREATS TEAM

**Start Date:** 01 October 2024

**Length of Contract:** 1 year

### **Main Purpose of Job:**

- To provide programme management, security policy and administrative support to the Upstream Threats (UT) Team of the High Commission.

### **Roles and Responsibilities**

#### **Programme Management:**

- Contribute to the conceptualization, design, and implementation of projects funded by Integrated Security Fund (ISF) and related funding streams.
- Support in the drafting of project proposals, activity-based budgets, contracts, and terms of reference for consultants and implementing partners (IPs); conduct due diligent assessments (DDAs) on IPs; review project progress reports and critique / challenge IPs to ensure activities align with agreed delivery objectives and timelines.
- Lead on Gender Equality and Social Inclusion (GESI) analysis and GESI scoring of projects with guidance from the Project Management Team.
- Support project implementation, monitoring and evaluation including budget forecasting, monitoring of spends against agreed activities; undertake project site visits and draft project monitoring reports.
- Collect key data during project monitoring visits e.g., take photographs, record key observations; pick out key success stories and challenges; conduct simple surveys, interviews among project beneficiaries (where required) and analyse the data to inform projects progress.
- Lead in organising meetings and training workshops for our IPs.
- Support in reviewing invoices submitted by IPs against their respective ABBs to ensure compliance with the ISF's financial management requirements.

#### **Security Policy Support:**

- Provide administrative and logistical support to the convening of the UK-Ghana Security Dialogue Working Group sessions and related workshops.
- Support maritime-related activities and training workshops facilitated by colleagues from UK Department for Transport (DfT).
- Contribute to drafting of briefings and programme planning for visiting teams during UT inward visits.

#### **Administrative support**

- Support the development of stakeholder mapping and analysis for the UT Team.

- Lead on scheduling of meeting appointments and drafting minutes, letters, and reports, during internal and external meetings with stakeholders.
- Update the Team's stakeholder list regularly, and file key documents on Team's site.
- Develop quarterly view of the Team's calendar with key upcoming events/activities (e.g., annual leave, visits, major events etc) to inform the Team's work plan.
- Lead on events management for UT Team events, and provide vital support during visits e.g., visit programme design, managing related logistics issues such as booking of transports, hotels etc.
- Undertake other related tasks assigned by supervisor.

**Behaviours:**

- Working Together
- Communicating and Influencing
- Managing Quality Service
- Delivering at Pace

**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.
- Must possess a high sense of professionalism in conduct and delivery on assigned duties.
- Strong financial/budget management skills
- Practical experience in project management
- Ability to take initiative, prioritize activities, and work under pressure in a fast-paced work environment delivering to deadlines.
- A good team player with strong interpersonal skills and an excellent written/oral communication skill.
- Excellent organisational and stakeholder management skills
- Ability to employ a flexible approach to work and to manage with changes to priorities.
- Computer literate with Microsoft Windows, Word, Excel spreadsheets and PowerPoint, and able to manage information effectively with available computer systems, databases and website.

**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](mailto:Recruitment.Accra@fcdo.gov.uk), stating in the subject "REGIONAL SECURITY" 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?***

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