



British
High Commission
Accra

INTERNSHIP – HOME OFFICE INTERNATIONAL OPERATIONS

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| Start Date: | 01 October 2024 |
| Length of Contract: | 1 year |
| Main Purpose of Job: | Assist the team by providing support in dealing with the air threat to disrupt criminal activity. Provide administrative and organisational support to the international Liaison Manager (ILM) and international Liaison Officer (ILO) as necessary. |
| Roles and Responsibilities: | <p>Assist in dealing with general queries from the public</p> <p>Organize regional travel, training sessions and internal/external meetings in consultation with the ILO/M.</p> <p>Assist in the delivery of regional capacity building projects</p> <p>Attend regional travel to countries and using French interpreting skills to assist in liaison with local authorities and deliver training.</p> <p>Using French translating skills to assist in responding to written queries and drafting correspondence</p> <p>Liaise with internal and external stakeholders including Embassy colleagues, airlines and local Law enforcement across the Africa region.</p> <p>Assist in preparation of letters, statistics and reports</p> |
| Competencies: | <p>Delivering at Pace</p> <p>Managing Quality Service</p> <p>Communicating and Influencing</p> <p>Working Together</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:

- Proficiency in French and English
- Photography skills with a camera or mobile phone.
- IT literacy, a good knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- Ability to work in a fast-paced environment.
- A final year student from a recognised tertiary institution.
- Good interpersonal and communication skills
- Ability to respect confidentiality of work issues and understand the personal and professional consequences of lapses in security
- Flexibility. Occasionally the position may require the job holder travel abroad, work extended hours or work flexibly which could sometimes be at short notice.

Desirable:

Interest in the field of national and international security.

Learning and Development:

The British High Commission in Accra has a strong ethos of Learning and Development, including our Learning and Development Week. In addition, there will be many opportunities to attend external seminars and events on relevant issues. This is in addition to the induction programme offered to all Embassy staff.

The successful applicant will be encouraged to be actively involved in the corporate life of the Embassy, contributing to the wider objectives of the British Government's Ghana network and supporting the Embassy's positive working environment.

To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "HOME OFFICE INTERNATIONAL OPERATIONS" 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?

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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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