



British
High Commission
Accra

CONSULAR SECTION

Start Date: 01 October 2025

Length of Contract: 1 year

Main Purpose of Job:

To provide administrative support to the Consular Section

Roles and Responsibilities:

- Consular assistance cases at the front counter, handling basic enquiries and providing initial consular assistance if required on Hospitalisation, Deaths, Financial Assistance, Prisoners, Child Abduction & Other Assistance work.
- General enquiries by emails/letters and telephone calls received from our contact centre.
- Administrative support to Consular team.
- Ensure all relevant consular lists are always up-to-date.

Behaviours:

- Changing and Improving
- Managing Quality Service
- Communicating and Influencing
- 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.
- Excellent command of English, oral and written communication.
- IT Literate – good understanding of modern Microsoft Packages (able to use Word, Excel, PowerPoint etc.)
- Ability to work well in a small team, sometimes under pressure.

Desirable:

- Fluency in French language

Learning and Development:

- Online learning
- On the job learning, job shadowing and mentoring
- Various development workshops