



British  
High Commission  
Accra

## **CORPORATE SERVICES TEAM**

**Start Date:** 01 October 2025

**Length of Contract:** 1 year

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

To provide administrative support to the Corporate Services Team

### **Roles and Responsibilities:**

- Drafting of letters
- Filing of documents
- Making visa enquiries and follow-up on visa applications
- Updating protocol daily worksheet
- Providing administrative assistance

### **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.
- Proficient in the use of Microsoft Office Suite, Word, Excel, PowerPoint etc.
- Ability to work well in a small team, sometimes under pressure.

#### **Learning and Development:**

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