



British  
High Commission  
Accra

## DEFENCE SECTION

**Start Date:** 01 October 2025

**Length of Contract:** 1 year

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

Provide agile and skilled support to the Defence Section Team, responsible for delivering the United Kingdom's Ministry of Defence aim of building and prioritising peace and security within Ghana and across other West African States.

### **Roles and Responsibilities:**

- Support the team to deliver diplomatic engagements, events and visits.
- Assist the Defence section with financial reconciliation.
- Assist and support with general administrative tasks.
- Assist with Project Management and Delivery.

### **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)

A basic working level of French is desirable, but not compulsory

### **Other Skills/Experience/Qualifications:**

#### **Essential on arrival:**

- A final year student from a recognised tertiary institution.
- Excellent command of English, oral and written communication.
- Ability to work in a fast-paced environment.

#### **Desirable:**

- Ability to work autonomously.
- Good working knowledge and demonstrable interests in Defence and Security related matters.
- Ability to remain flexible as some days will require working beyond standard finishing hours.

**Learning and Development:**

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