



British
High Commission
Accra

GREEN ECONOMIC TRANSFORMATION TEAM

Start Date: 01 October 2025

Length of Contract: 1 year

Main Purpose of Job:

- The Green Economic Transformation Team (GET) Team is supporting Ghana's green and inclusive growth to drive sustainable jobs and economic transformation
- To work as part of the GET providing support for the delivery of its programme and corporate objectives.

Roles and Responsibilities:

- Support with desk research and drafting of reports & papers related to team's programmes
- Assist with logistics and organising team-related events/engagements
- Support with all tasks and other major global/regional team's conferences
- General administrative support duties.

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
- Ability to analyse data
- Prioritising in a fast-paced work environment, delivering to deadlines
- Ability to work on own initiative and prioritise effectively under pressure
- Excellent interpersonal, written, and oral communication skills; A good team player
- Good organisational skills

- Computer literate with Microsoft Windows, Word, Excel spreadsheets and PowerPoint, and able to manage information effectively with available computer systems, databases and website

Desirable:

- A good sense of business etiquette in order to present a positive and professional image to UK & Ghanaian stakeholders, both in terms of communication and presentation of services.

Learning and Development:

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