



British
High Commission
Accra

HUMAN DEVELOPMENT TEAM

Start Date: 01 October 2025

Length of Contract: 1 year

Main Purpose of Job:

To work as part of the Human Development Team, providing support for the delivery of its programme and corporate objectives.

Roles and Responsibilities:

Work as a member of the Human Development Team. The role will support effective delivery of the team's programmes and corporate objectives in line with its priorities and standard rules and procedures.

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 with excellent command of English language.
- Strong oral and written communication skills
- Ability to work at pace in an organised way with little or no supervision
- Ability to work well in a team, sometimes under pressure
- Ability to work on own initiative and prioritise work effectively
- Excellent interpersonal, written and oral communication skills
- Proficient in Microsoft Office Suite, Word, Excel, PowerPoint etc.

Desirable:

- Collection, analysis and use of data
- Interest in Human Development

Learning and Development:

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