



British
High Commission
Accra

POLITICAL AND GOVERNANCE TEAM

Start Date: 01 October 2025

Length of Contract: 1 year

Main Purpose of Job:

Provide agile and skilled support to the Political and Governance Team responsible for delivering the BHC's campaign goal of promoting Freedom and Democracy.

Roles and Responsibilities:

- Support the team to deliver diplomatic engagements, events and visits.
- Help provide colleagues across the British High Commission with analysis of the political landscape.
- Help maintain the UK in Ghana partnership through diplomatic channels.
- Assist Programme Manager to manage the Good Governance Programme and projects funded through the State Threats Fund.
- Support in the day-to-day running of the Political and Governance Team and assist colleagues across the wider team to deliver business-critical pieces of work.

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
- Analytical skills
- Ability to work in a fast-paced environment

Desirable:

- Ability to work autonomously

- Good working knowledge and demonstrable interest in politics and governance of goods and services.
- A great grasp of political issues in Ghana
- Good working knowledge and demonstrable interest in key and emerging social media channels such as Instagram, Twitter and TikTok

Learning and Development:

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