



British
High Commission
Accra

TRADE AND ECONOMIC RESILIENCE TEAM

Start Date: 01 October 2025

Length of Contract: 1 year

Main Purpose of Job:

Working in the Trade and Economic Resilience Team to deliver on its objectives of supporting Ghana's economy to become stable and resilient, as well as strengthening economic relations between Ghana and the UK.

Roles and Responsibilities:

Economic Analysis and Reporting:

- Engage in desk research, economic surveillance and analyse data to support the quarterly economic reports.
- Produce ad-hoc analysis of key economic reports and indicate how it aligns with the UK's work in Ghana.
- Convene cross office meetings to discuss key analytical research reports to support the delivery of our country business plan.

Programme Management and Administrative Duties:

- Lead and coordinate logistical support to TER led high level meetings, forums and visits.
- Coordinate workshops for the Ghana Revenue Programme
- Develop and manage the team stakeholder database and proactively map out key external stakeholders relevant to advancing the team's objectives.
- Provide quarterly forecast for the team's administrative budget and work closely with the finance team to ensure accurate budget forecasting.
- Work with the Communications team to find ways to amplify the work of the team.
- Coordinate inputs for weekly standup meetings from TER, Department for Business and Trade and UK Ghana Chamber of Commerce colleagues.
- Support with corporate events eg. KBP, receptions, wellbeing day

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 and be proactive.
- Excellent interpersonal, written, and oral communication skills; A good team player.
- Good organisational skills.
- Proficient in Microsoft Office suite Word, Excel and PowerPoint, etc. and able to manage information effectively with available computer systems, databases, and website.

Desirable:

- A good sense of business etiquette 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.