



British
High Commission
Accra

CORPORATE SERVICES

Start Date: 01 November 2026

Length of Contract: 1 year

Main Purpose of Job:

To provide administrative support to the Corporate Services Team

Roles and Responsibilities:

- Drafting of letters
- Filing of documents
- Making visa enquiries and follow-up on visa applications
- Updating protocol daily worksheet
- Providing administrative assistance

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.
- Proficient in the use of Microsoft Office Suite, Word, Excel, PowerPoint etc.
- Ability to work well in a small team, sometimes under pressure.

Learning and Development:

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