



British
High Commission
Accra

DELIVERY EXCELLENCE (DELEX) HUB

Start Date: 01 November 2026

Length of Contract: 1 year

Main Purpose of Job:

To work as part of the Delivery Excellence (DelEx) Team, providing support for the delivery of its programmes and corporate objectives.

Roles and Responsibilities:

The role will support effective delivery of the team's core mandate around finance, risk management, monitoring and evaluation, results, commercial and compliance in line with BHC Accra's 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 graduate from a recognized tertiary institution with excellent command of English language
- Strong Oral and written communication skills
- Ability to work at pace and under little or no supervision
- Ability to work well in a small team, sometimes under pressure
- Ability to work on own initiative and prioritize effectively
- Excellent interpersonal, skills
- Proficiency in the use of modern Microsoft Suite (Word, Excel, PowerPoint etc.)

Learning and Development:

- Online learning
- On the job learning
- Shadowing and mentoring
- Proactively seeking opportunities to learn receive constructive feedback and develop whilst delivering high quality support to the DelEx Team and the wider British High Commission