



British High Commission Accra

GROWTH

Start Date: 01 November 2026

Length of Contract: 1 year

Main Purpose of Job:

The Growth team aims to strengthen trade, investment and wider economic relations between Ghana and the UK by identifying mutually beneficial opportunities and supporting the stability and resilience of Ghana's economy. Through diplomacy and programming, the Growth team covers macroeconomic issues down to the real sector, with expertise in economics, tax and financial management, infrastructure, private sector and trade.

Roles and Responsibilities:

Economic Analysis and Reporting:

- Conduct desk research and analyse data to support drafting of quarterly reports on macroeconomic stability, investment conditions and business environment reforms.
- Produce ad-hoc analysis of key reports, aligning it with the UK's work in Ghana and suitable for various audiences.
- Convene cross office meetings to discuss relevant research and activities to support the delivery of our Country Business Plan.

Programme Management and Administrative Duties:

- Assist coordination of meetings, workshops and activities for the team's major Programme delivery channels.
- Support stakeholder engagement, monitoring and reporting to achieve objectives of the team's Programmes, including maintaining delivery trackers.
- Develop and manage the team's stakeholder database, proactively mapping the influence and engagement levels of key external stakeholders under each of the team's objectives in the Growth goal of the Country Business Plan.
- Provide quarterly forecasts for the team's administrative budget and work closely with the finance team to ensure accurate budget forecasting.
- Lead on managing the team's risk register, by communicating with risk leads, attending the risk working group and feeding through risk updates.
- Coordinate inputs for office-wide Monday morning standup meetings from the Growth team, including UK Ghana Chamber of Commerce colleagues. Support coordination with UK

government partners, including the Department for Business and Trade, on growth, trade and investment related activities.

- Lead logistical support for monthly Growth Board meetings and provide summary readouts.
- Support logistical efforts for growth related ministerial and senior visits to Ghana and the UK.
- Engage the Communications team to amplify the work of the team and articulate the UK growth offer in Ghana.
- Provide support for wider corporate and cross-mission events, e.g. Kings Birthday Party, receptions, wellbeing activities.

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
- Strong analytical skills and an ability to synthesize and present information clearly and concisely.
- Prioritising effectively in a fast-paced work environment, delivering to deadlines under pressure.
- Ability to work on own initiative and be a proactive team player.
- Excellent interpersonal, written, and oral communication skills.
- Good organisational skills.
- Interest in economic development, trade, investment and public policy.
- 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.
- Familiarity with Ghana's economic context or good exposure through coursework.
- Proficiency in using AI/ LLM to produce effective outputs.

Learning and Development:

- Online learning.
- On the job learning, job shadowing and mentoring.
- Conferences and workshops.