



British
High Commission
Accra

Department for Business and Trade

Start Date: 01 November 2026

Length of Contract: 1 year

Main Purpose of Job:

The Department for Business and Trade is the UK Government's department that helps UK-based companies succeed in Ghana and other international markets. We are seeking a highly organised person with strong research skills, attention to detail, a strong work ethic and the ability to take initiative. The intern will need to work accurately within deadlines and be a committed and collaborative team member.

The primary role of this position is to offer commercial and administrative support to the DBT Team based at the British High Commission in Ghana across priority sectors. This role will operate under and report directly to the DBT Trade Advisor.

The successful candidate will collaborate with UK exporters and investors across priority sectors, aiming to increase bilateral trade and investment between the UK and Ghana. The successful candidate will support and develop relationships with British and Ghanaian companies and deliver an impactful programme of activities focussed on highlighting the UK's expertise in several priority sectors. The successful candidate is also expected to carry out research and to provide support for both in-person and virtual events.

Roles and Responsibilities:

We are looking for a candidate with a keen interest in the DBT priority sectors in Nigeria, who is looking to learn and develop capacity in these sectors. Experience in research and analytical skills is crucial. Key elements of the role include:

- Data research and analysis of topical issues/leads across identified sectors for effective follow up by sector leads
- Building a strong pipeline of potential stakeholders for DBT Ghana events
- Support the DBT team in delivering high value campaign across sectors to support UK companies in bidding for and winning multi-million-pound commercial deals.
- Under the supervision of the Trade Advisor, identify and deliver a pipeline of commercial opportunities in Ghana for UK companies in consultation with the relevant teams and specialists in the UK's Department for Business and Trade.

Programme Management and Administrative Duties:

- Lead and coordinate logistical support to DBT led high level meetings, forums and visits.
- Coordinate workshops and webinars for DBT
- Develop and manage the team stakeholder database and proactively map out key external stakeholders relevant to advancing the team's objectives.
- Work with the Communications team to find ways to amplify the work of the team.
- 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.