



British  
High Commission  
Accra

**POLITICAL, SECURITY AND GOVERNANCE**

**Start Date:** 01 November 2026

**Length of Contract:** 1 year

**Main Purpose of Job:**

Provide agile and skilled support to the Political Security and Governance (PSG) Team responsible for delivering the BHC's Country Business Plan (CBP) priorities on security.

**Roles and Responsibilities:**

- Support the team to deliver diplomatic engagements, events and visits.
- Help provide colleagues across the British High Commission with analysis of the political landscape.
- Help maintain the UK in Ghana partnership through diplomatic channels.
- Support on programme management for Security and Governance programmes proactively leading on assigned tasks effectively.
- Support in the day-to-day running of the Political Security and Governance (PSG) Team and assist colleagues across the wider team to deliver business-critical pieces of work.
- Supporting the UK–Ghana Security Dialogue Working Group sessions and related workshops.
- Supporting security cooperation training/workshops run by UK government departments.
- Drafting briefings and programme planning for UK teams visiting Ghana (security-focused).
- Doing bespoke research tasks on political, security and governance issues.
- Support with managing a budget of £10K+ for diplomatic engagement on security matters.
- Building a stakeholder map/analysis for the PSG Team.
- Maintaining a stakeholder list and filing key policy and programme documents on the Microsoft Teams site.
- Producing a quarterly forward look calendar (leave, visits, major events) for team planning.
- Managing events/visit logistics (programme design, booking transport, hotels, etc.).
- Scheduling meetings and drafting minutes, letters, and reports.

**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
- Analytical skills and ability to work in a team
- Ability to work in a fast-paced environment

**Desirable:**

- Ability to work autonomously
- Good working knowledge and demonstrable interest in politics and governance of goods and services.
- A great grasp of political issues in Ghana
- Good working knowledge and demonstrable interest in key and emerging social media channels such as Instagram, Twitter and TikTok
- Ability to speak French with an understanding of West African security and political dynamics

**Learning and Development:**

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