

Political Officer HEO (06/24 ACC)

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Company: Foreign, Commonwealth & Development Office

Location: Accra

Category: life-physical-and-social-science

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Main purpose of job:

This role will have a particular focus in three areas: They will bring specialist knowledge, experience and expertise on elections in Ghana and support the Mission to deliver our 2024 elections strategy. They will have strong networks with and insight into Ghanaian political parties. And they will assist UK diplomats on public diplomacy and project work in support of our international objectives.

Roles and responsibilities:

- **Political analysis** : Deliver political analysis on key issues – in particular on elections – and develop policy advice for the High Commission and London.
- **Elections:** Working to the Elections Adviser, they will drive a xHMG approach to elections, developing and project managing our Elections Strategy Implementation Plan. This will involve frequent engagement with and coordination of all Team Leaders and PAGS working on elections. Working to the Elections Advisor, a major task will be operational design

and delivery of an international observation mission for Ghana's elections in 2024.

- **Visits:** Support the EO Visit Lead to build impactful visit programmes for Minister, senior officials, and the BHC leadership team in Ghana.
- **Correspondence:** Manage correspondence from external stakeholders ensuring timely and appropriate communications. Work with the High Commissioner's Outer Office on managing advice and replies to invitations.

Resources managed (staff and expenditure):

Possible management of one Executive Officer – TBC.

Essential qualifications, skills and experience 1

Excellent written and spoken English.

Politically astute and able to build a strong network of political and other contacts, which support UK objectives in Ghana

A strong understanding of Ghanaian government structures, the political agenda and international interest in Ghana.

Ability to work effectively within a small team and experience of collaboration, empowering others and strong team work.

Excellent interpersonal, presentation and influencing skills; confidence in dealing with government officials at all levels. An understanding of institutional protocols.

Confidence to deal with sensitive issues using tact and discretion.

Desirable qualifications, skills and experience 1

Knowledge of UK government/civil service structures would be an advantage;

Experience of working with diplomatic or international missions.

Expertise on elections in Ghana.

Required behaviours 1 Communicating and Influencing, Delivering at Pace, Making Effective Decisions, Working Together Application deadline 1 8 May 2024 Grade 1 Higher Executive Officer (HEO) Type of Position 1 Permanent Region 1 Africa Country/Territory 1 Ghana Location (City) 1 Accra Type of Post 1 British High Commission Salary 1 USD 2,060.88 Start Date 1 1 July 2024 Other benefits and conditions of employment 1

Learning and development opportunities:

The British High Commission in Ghana takes learning and development seriously. The successful candidate will have the opportunity to develop many core and transferable skills through both formal and informal learning and development opportunities. Members of staff are encouraged to make use of the learning and development opportunities that the office has to offer and many then benefit from internal promotion opportunities.

Working patterns:

Flexible working will be required, working around the demands of the office. This will involve evening events. There will be internal and some international travel requirements. There will be limited opportunities to work remotely given the nature of the job.

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