



British
High Commission
Bridgetown

JOB SPECIFICATION

JOB TITLE:	BHC Intern 2014 – Bridgetown
DEPARTMENT:	Chancery and others
GRADE:	N/A
RECRUITING MANAGER:	Gilly Metzgen – Bridgetown
LINE MANAGER:	Gilly Metzgen – Bridgetown

Forward Job Description (FJD)

Main purpose of the Position

This is a short term summer work experience placement. Its aim is for an intern to gain exposure to the workings of a High Commission office by attachments to different sections and departments.

These will include the Political Section, Corporate Services, UKTI, Consular and DFID Caribbean. Each attachment will involve short-term tasks and an overview of the work of each section or department.

Key skills, knowledge, experience & competencies	Essential	Desired
Managing self & Others	√	
Customer Focus & Communication	√	
Delivering Results, organisational skills & initiative	√	

Specific qualifications / knowledge required	Essential	Desired
Education – Cape level (Inc. Maths & English), pursuing undergraduate degree	√	
IT competency (Inc. Microsoft Word & Excel)	√	
Social Science / Politics / Economics background		√

Other Job related factors, including security clearances

Access to IT
Police certificate of character
Two references

Scope of role

This is a role for a student towards the end of an undergraduate degree, probably from a Social Science or Politics background. The period of the internship is five weeks on a full time basis. Candidates should possess initiative, be able to build relations quickly and work in close partnership with a variety of people. Excellent communication skills are essential.

Additional relevant information:

- ❑ A daily stipend for this internship is Bridgetown Bds\$50 paid on a weekly basis.
- ❑ Office hours are:

Monday to Thursday – 7.45am to 4pm
Friday - 8am to 1pm

Lunch is taken for 30 minutes each day

- ❑ The period of the internship will be Monday 21 July to Friday 22 August 2014.
- ❑ The High Commission will be closed for public holidays in Barbados on 1 and 4 August
- ❑ Should evening reception work be required, the Intern will be expected to undertake this. For any time worked at a weekend, a stipend will be payable for that day.