

## INTERNSHIP IN PUBLIC DIPLOMACY AND COMMUNICATION

### GHANA EMBASSY IN COPENHAGEN

<b>LOCATION</b>	Copenhagen, Denmark
<b>DURATION</b>	3 – 6 Months
<b>EXPECTED START DATE</b>	As soon as possible
<b>LANGUAGES REQUIRED</b>	ENGLISH

#### ABOUT THE GHANA EMBASSY IN DENMARK

The Ghana Embassy in Copenhagen is one of the Diplomatic Missions under the Foreign Ministry of the Government of Ghana, with accreditation to Sweden, Finland and Iceland. The Embassy is charged with the responsibility of controlling, directing and coordinating Ghana's external relations in the Nordic region.

This internship presents an exciting opportunity to engage directly with the Ambassador and learn the workings of a high-level diplomat and the foreign mission. The intern will gain experience by attending meetings, writing public materials, researching on a range of topics and preparing notes.

#### DUTIES AND RESPONSIBILITIES

The selected intern will primarily support the Embassy's work on communication and public diplomacy in the various countries of accreditation. The duties and responsibilities will include but not limited to the following:

- Assisting with updating website content and profiles on social networks (Facebook, Instagram, Twitter) with information about programmes, activities and events;
- Assisting with keeping an updated database of conferences and trade fairs in Ghana and in the Nordics
- Writing bi-weekly articles related to tourism and culture in Ghana
- Assisting in the development of a communication strategy for the Embassy
- Assisting in the practical tasks at the Embassy (for instance arranging meetings, taking minutes or preparations for travel).
- Performing other duties as required.

#### REQUIRED EXPERIENCE AND SKILLS

The ideal intern should either be a Ghanaian or of Ghanaian Heritage and meet the following criteria:

##### **Education**

- Either in the final year of your undergraduate study or enrolled in a postgraduate (Masters) programme in either Denmark, Sweden, Norway, Finland or Iceland.
- Preferred field of studies: Social or Political Science, Economics, Business Administration, Marketing, Journalism, International Development or Relations or any related field.

- Relevant experience in similar positions, public relations, communications or journalism, and ability to communicate in one of the Nordic languages would be additional assets.

#### IT skills:

- Working knowledge of the Microsoft Office Pack – Word, Excel and PowerPoint
- Adept user of Social Media platforms especially Facebook, Twitter and Instagram
- Video Editing and Graphic Design skills would be additional assets

#### Other Relevant Skills

- Excellent written and verbal communication skills
- Curious and Resilient
- Strong Organizational Skills
- Good understanding of current issues
- Results oriented

#### APPLICATION AND DEADLINE

Interested applicants complete the attached internship form accompanied with an application letter written in English (Max. 1 A4-page), updated CV and relevant diplomas and proof of identity (biometric page of passport or national ID card) should be sent to the Embassy by email at [copenhagen@mfa.gov.gh](mailto:copenhagen@mfa.gov.gh) with **Public Diplomacy and Communication Intern** in the subject line.

If you have any questions you are welcome to contact the Embassy: [copenhagen@mfa.gov.gh](mailto:copenhagen@mfa.gov.gh) and write 'Question about internship' in the subject line or call +4539628222 from 9am to 3pm working days.

**\*\*\*\*Kindly note that this position is unpaid, and Interns should not expect to be financially compensated by the Ghana Embassy. Costs and arrangements for travel, visas, accommodation, medical insurance and living expenses are the responsibility of the nominating institution, which may provide the required financial assistance to its students; or the intern, who will have to obtain financing for subsistence through private sources.**