



Shawbell Consulting
Assistant Consultant

"If anyone has been looking for an ethical and professional NGO in Ghana, then I can personally recommend Ikando and its leadership."
Ralph Srone



Got more questions?
Request a call back. Email call@ikando.org including your name and telephone number and we will call you back.



"Thanks so much for all your support during my stay, you went beyond the call of duty. It was an amazing experience."

Lorna Williams

Shawbell Consulting has expertise in institutional reform and legal consultancy acquired through engagements with public and private sector institutions, multinationals, donor partners, NGOs and the private sector, in Ghana, Africa and globally.

The firm was established in 2002 in Ghana to capitalize on the record of accomplishment and expertise garnered by its people over more than three decades. Its Directors are eminent personalities who have made their mark not only as professionals in Ghana, but also as high office holders overseas within the United Nations and other institutions in North America and the United Kingdom. Their Managing Consultant is a Lawyer and Organizational Development Professional who is recognized in the field of professional consultancy services in Ghana. Together, associates and staff of Shawbell Consulting have undertaken institutional restructuring and renewal, operational and regulatory due diligence, and human resource strengthening and capacity-building assignments for nearly all public sector organizations in Ghana, and also for many private sector institutions.

They have performed projects have under the auspices of:

- The World Bank
- European Union
- Department for International Development (UK) DFID
- DANIDA
- USAID
- GTZ
- Institute for International Communication and Development at the Hague.

Shawbell Consulting provides the following integrated services to clients:

- Design of Organizational Structures and Management Systems
- Policy Development, Strategic Business Planning and Implementation
- Process, Operational Systems and Due Diligence Reviews
- Private/Public Partnerships
- Legal Advisory Services and Regulatory Compliance Reviews
- Intermediary Services for Overseas Clients
- Contractual and Business Transactions Advisory
- Institutional Renewal and Change Management
- Human Resource Development, Systems & Practices
- Executive Recruitment Services
- Training, Capacity Building and Productivity Enhancement Programmes

The firm is governed by a Board of distinguished and eminent personalities who are recognized in their respective professional fields of endeavor. The Directors are: Dr. Samuel K.B. Asante, Esq. an internationally-recognised Lawyer who served for many years at the United Nations, notably as the Director of the UN Centre for Transnational Corporations. Dr Asante is a respected Statesman and now serves as the President of the prestigious Academy of Arts and Sciences in Ghana; Emeritus Professor William Cornelius E. Daniels, Esq, is a renowned legal practitioner in Ghana and erudite in the Law of Equity and Succession; Dr J. B Hayfron-Acquah, Professor of Electrical Engineering and COO of the Xpand Corporation, Virginia, USA; and Ms. Phyllis M. Christian, Lawyer and Managing Consultant of Shawbell Consulting.

The Intern

Shawbell Consulting requires an intern to assist with all legal documentation. They will be expected to work alongside their current staff. They hope that the intern will obtain exposure in Ghana Law and share knowledge and experiences with local graduates and or post-graduates who have not had any international exposure.

The Intern is required to work 5-days per week and a minimum 8 hours per day. The work will consist of



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How to Apply

Please fill in the application form you have been sent and email it together with an up-to-date resume (CV) to: info@ikando.org

We will email you within 48 hours of receiving your completed application form and resume.



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www.ikando.org

office team work, field data gathering, interactions with clients and development of reports.

The requirements

The intern must have an educational background in Law and have excellent English language skills. All interns will be required to act professionally and dress appropriately (jackets will need to be on stand-by).

You will need to be flexible and tolerant, show initiative and enthusiasm to face the many hurdles and challenges that you will encounter.

Duration

Minimum length (weeks) 8

Maximum length (weeks) 52

Accommodation Details

The individual will be living at the Ikando accommodation in central Accra. The house is clean and well-furnished, with running water and electricity (most of the time). You may be required to share your room with other Ikando volunteers. There is 24-hour security at the house. A cleaner will be available a couple of times a week to clean the accommodation and wash and iron your clothes for you.

Prices

Currency	8 weeks (incl deposit)	Each additional week	Deposit
British Pounds	£ 1003	£ 87	£ 150
US Dollars	\$ 1891	\$ 163	\$ 297
Euros	€ 1352	€ 127	€ 234

What's included in the project fees?

- Accommodation
- Welcome pack
- Airport pick-up
- 24/7 Emergency support.
- Introduction to life in Ghana.

What's not included?

- Flights & Visa
- Vaccinations (please speak to your local GP)
- Food
- Insurance (required)

Other details

- The nearest internet café and telephone communications centre are 5 minutes walk away.
- The accommodation is located dot in the centre of town nearby shops, bars and restaurants.
- Volunteers should be aware that electricity and water can be sporadic.
- A fully furnished kitchen is available for you to use and a member of staff will show you how and where to get your shopping in.

If you have any further questions on this placement, please do not hesitate to contact us.