

INSTITUTE OF AFRICAN STUDIES, UNIVERSITY OF GHANA VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025 ACADEMIC YEAR

The Institute of African Studies, University of Ghana, requires the services of National Service Personnel for the 2024/2025 academic year. Interested final year students should apply to the Administrator, Institute of African Studies.

CRITERIA FOR SELECTION

- Expecting to graduate with at least Second Class Honours
- Able to work with Microsoft Word and Excel
- Good writing and editing skills
- Ability to work in a challenging environment
- Good communications skills
- Decent appearance
- Prepared to work on requested overtime and weekends

NOTE: Applicants who cannot stay for the full year of the service (November to August 2025) period should not apply.

Selected applicants will be required to understudy previous national service personnel in October 2024, a month before assuming duty in November 2024.

Applicants should send the following via e-mail to iasadministrator@ug.edu.gh/iasgen@ug.edu.gh or submit a hardcopy of the documents to the **General Office** of the Institute of African Studies:

- An application letter.
- Current transcript of academic record.
- Current curriculum vitae.
- A clear scanned copy of passport-size photograph.
- A clear scanned copy of student ID card (front and back).

DEADLINE FOR SUBMISSION: Friday, June 28, 2024, at 5:00 pm.

Please note that the application deadline will be strictly observed. Only short-listed applicants will be contacted.

