

## **UNIVERSITY OF GHANA ACCRA CITY CAMPUS VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025 ACADEMIC YEAR**

The University of Ghana Accra City Campus is seeking to recruit final year students to serve as National Service Personnel for 2024/2025 academic year at the following Units.

- Accounts and finance - Accounts unit
- Information studies - Library
- Computer science and ICT - ICT unit
- All other disciplines - Academic and Principal's unit

### **CRITERIA FOR SELECTION**

Interested candidates should:

- Expect to graduate with at least Second Class Honours
- Able to work with Microsoft Office (Word, Excel, PowerPoint) – Pertaining to Accounts and Finance
- Ability to work in a challenging environment
- Ability to work in a team
- 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 October, 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 **ugacc-principal@ug.edu.gh** or pick up a form at the **Office of the Principal**, Accra City Campus.

- Name
- Email
- Phone number

### **DEADLINE FOR APPLICATION:**

Wednesday, 30th June, 2024 at 4:00 p.m.

Please note that the application deadline would be strictly observed. Only shortlisted applicants will be contacted.