

**INTERNATIONAL PROGRAMMES OFFICE, UNIVERSITY OF GHANA
VACANCIES FOR NATIONAL SERVICE PERSONNEL
FOR THE 2024/2025 ACADEMIC YEAR**

The International Programmes Office, University of Ghana, requires the services of National Service Personnel for the 2024/2025 academic year. Interested final year students should apply to the Office of the Dean, International Programmes.

CRITERIA FOR SELECTION

Applicant should possess good writing and editing skills and be:

- Able to graduate with at least a second Class Upper
 - Computer literate
 - Able to work with students/clients from diverse cultural backgrounds
 - A team player with excellent social and communication skills
 - Able to take initiative
 - Well groomed
 - Ready to begin National Service at least a month before the normal start date
 - Willing to work extra hours and on weekends (upon request)
- ***Background in French and Computer Science will be an advantage

NOTE:

***Due to the changes in the academic calendar, selected applicants will be required to partake in a compulsory understudy. This will be arranged to ensure minimum or no interference with academic work.

***Applicants who cannot stay for the full year of the service period need not apply.

Applicants should submit the following via e-mail to nspipf@ug.edu.gh

1. Application letter.
2. Current transcript of academic record.
3. C.V.
4. Soft copy of passport-size photograph.
5. Clearly scanned copy of Student ID card (front and back).
6. One-page personal statement on the topic: "**Why I want to do my National Service at the International Programmes Office**" (Font size: 12 with single line spacing)
7. Two (2) references (one should be from a University of Ghana faculty or staff member)

DEADLINE FOR SUBMISSION: Friday, May 20, 2024, at 5:00 pm

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

NB: All applicants should apply through their UG Student mail accounts.

