

**VACANCY FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025**  
**ACADEMIC YEAR**

The Academic Quality Assurance Directorate (AQAD), University of Ghana, requires the services of National Service Personnel for the 2024/2025 academic year.

**CRITERIA FOR SELECTION**

Interested candidates should:

1. Possess excellent analytical skills with the ability to collect, analyze, and interpret data.
2. Demonstrate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Ms. Teams).
3. Have decent appearance.
4. Be proactive, hardworking, and teachable.
5. Exhibit values of integrity, loyalty, and respectfulness.
6. Have good verbal communication and writing skills.
7. Be a team player, sociable, creative, and innovative.
8. Be ready to work in a challenging environment.
9. Be detail-oriented and analytical.
10. Have Experience in Graphic Design and Social Media Management is an added advantage.

**REQUIRED SKILLS**

1. Time management.
2. Strong work ethic, fast learner and high acumen.
3. Good interpersonal relationship i.e. Emotional Intelligence.

**Note: Experience in Graphic Design and Social Media Management is an added advantage.**

Applicants should send the following documents via e-mail to [aqad@ug.edu.gh](mailto:aqad@ug.edu.gh) or submit the **hardcopy** of same to the General Office of the Academic Quality Assurance Directorate:

1. An application letter
2. Current transcript of Academic Record
3. Current Curriculum Vitae

**DEADLINE FOR SUBMISSION: Friday, 30<sup>th</sup> August, 2024 at 5:00 pm.**

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