

**OFFICE OF INSTITUTIONAL ADVANCEMENT-UNIVERSITY OF GHANA
VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025
ACADEMIC YEAR**

The Office of Institutional Advancement-University of Ghana is seeking to recruit final year students to serve as National Service Personnel for 2024/2025 academic year.

CRITERIA FOR SELECTION

Interested candidates should:

- have good communication and writing skills.
- be proactive.
- have strong skills in Microsoft Office suite.
- have good interpersonal skills, and enjoy working in teams.
- display an appreciable level of self-motivation.
- be customer service oriented.
- be a critical thinker with outstanding analytical and problem-solving skills.
- show innovativeness with a passion for excellence.
- be willing to go the extra mile.

Candidates with the following skills would have an advantage.

Graphic designing

Background in Archival studies

Ability to speak French fluently

Data/business analytics

Proven marketing / sales skills or training.

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

Applicants should send their CV via e-mail to oia@ug.edu.gh or submit a hardcopy to the **Office of Institutional Advancement**, located at the Alumni Building next to Ecobank Legon branch on the “Akilagpa Sawyerr” road.

DEADLINE FOR SUBMISSION: Tuesday, 30th April, 2024 at 5:00 p.m.

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