

**VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025**  
**ACADEMIC YEAR AT THE**  
**INSTITUTIONAL RESEARCH & PLANNING OFFICE - UNIVERSITY OF GHANA**

The Institutional Research & Planning Office - 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:

1. Have good oral communication and writing skills.
2. Be proactive.
3. Have strong skills in Microsoft Office suite, ability to write programs in SPSS would be an added advantage.
4. Have good interpersonal skills and enjoy working in teams.
5. Display an appreciable level of self-motivation.
6. Be a critical thinker with outstanding analytical and problem-solving skills.
7. Show innovativeness with a passion for excellence.
8. Be willing to go the extra mile.

**Candidates with the following skills would have an advantage.**

9. Hands on skills in Data Analysis using Excel and Power BI
10. Background in Statistics with the ability to analyse data using SPSS.
11. Ability to use Microsoft Word for Administrative work.
12. Strategic Planning and Policy Analysis

**Academic Background**

13. Must have studied either Economics, Computer Science, Information Technology, Statistics or Business Administration with a GPA of 3.0 and above.

**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 [irpo@ug.edu.gh](mailto:irpo@ug.edu.gh) or submit a hardcopy to the **Institutional Research & Planning Office**, located at the Registry next to the Internal Audit Directorate.

**DEADLINE FOR SUBMISSION:** Friday, 31st May 2024 at 5:00 p.m.

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