**VACANCIES FOR 2025/2026 NATIONAL SERVICE PERSONNEL AT THE COLLEGE OF HEALTH SCIENCES ADMINISTRATION, KORLE BU**

The College of Health Sciences Administration, University of Ghana invites applications from final year students for recruitment as National Service Personnel, 2025/2026 academic year.

The successful candidates will assist with administrative tasks within the various Units in the College Central Administration, at Korle Bu. Candidates interested in applying for consideration should satisfy the following requirements:

1. A final-year student at the University of Ghana, or any recognized tertiary institution in the Social Sciences, Humanities and the Sciences with a background in any of the following:

* Computer Science/Statistics/Mathematics/ICT
* Economics/Political Science/Sociology/Social Work/Psychology/Information Studies/Geography & Resource Development/Linguistics
* Journalism and Public Relations
* Purchasing and Supplying/Marketing
* Publishing
* English or Communication Studies

1. Successful candidates must have good communication skills
2. Expect to graduate with at least Second Class Honours
3. Able to work with Microsoft Office (Word, Excel, PowerPoint)
4. Ability to work in a team

**NOTE:** Applicants should send the under-listed to the **Senior Assistant Registrar via** [daameyaw@ug.edu.gh](mailto:daameyaw@ug.edu.gh) or submit a hard copy of the documents to the College Human Resource Unit, College of Health Sciences, Room 2 Charles Easmon Building adjacent the University of Ghana Dental School.

* Application Letter
* Current Curriculum Vitae
* NSS PIN
* NSS Number

**DEADLINE FOR APPLICATION:**

Friday, 20th June, 2025 at 4:00 p.m.

Only shortlisted applicants will be contacted.