**UNIVERSITY OF GHANA**

**LEGAL AFFAIRS DIRECTORATE (LAD)**

**CALL FOR APPLICATIONS – NATIONAL SERVICE PERSONS**

The Legal Affairs Directorate (LAD) is the in-house corporate legal office of the University of Ghana and is responsible for all legal matters of the University.

The Directorate is seeking to recruit suitably qualified persons for National Service for the **2025/2026** National Service year.

**Eligibility**

The following are the requirements:

* Must be a graduate with at least a Second Class lower.
* Sharp writing and analytical skills.
* Computer literate with knowledge in Microsoft Office.
* Good communication skills.
* Ability to work in a challenging environment.
* Prepared to work for extended hours.
* Exhibit values of integrity, loyalty and respect.

**How to Apply**

Interested Applicants should submit the following via e-mail to [lad@ug.edu.gh](mailto:lad@ug.edu.gh)

1. An Application Letter.
2. Current Transcript of Academic Record.
3. Current C.V.
4. A Clear Scanned Copy of Passport-Sized Photograph.
5. A Clear Scanned Copy of Student ID Card (front and back)
6. NSS Pin
7. NSS Number

Applicants will be required to go through a brief interaction before the final selection.

**Duties of NSP**

1. Assist with Legal duties.
2. Assist with administrative duties.
3. Perform any other role(s) that may be assigned by the Legal Counsel or his

representative

Deadline for Applications: Not later than **June 10, 2025**.

Thank you.

Legal Affairs Directorate (LAD)

April 29, 2025