

***CENTRE FOR LATIN AMERICAN STUDIES, UNIVERSITY OF GHANA  
COLLEGE OF HUMANITIES***

***VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2025/2026  
ACADEMIC YEAR***

The Centre for Latin American Studies, College of Humanities, requires the services of National Service Personnel to provide administrative support for the 2025/2026 academic year.

Applicants should satisfy the following requirement:

- Be expected to obtain a minimum of Second Class (Lower Division).
- Have excellent writing and communication skills.
- Be proactive, creative, and self-motivated.
- Be computer literate (MS Office minimum).
- Have initiative and drive.
- Familiarity with social media forms is desired.

Applicants should submit the following:

- Letter of interest
- Copy of transcript
- Résumé
- Personal Statement (500 words)
- Copy of student ID card
- One passport size photograph

Interested applicants should send all applications to the Director via [clas@ug.edu.gh](mailto:clas@ug.edu.gh) and Carbon Copy (CC) [balomotev@ug.edu.gh](mailto:balomotev@ug.edu.gh)

Deadline for Submission: **Sunday, May 11, 2025.**

***Please note that only shortlisted applicants will be contacted for an interaction.***