**VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2025/20256 ACADEMIC YEAR** **AT THE**

**INSTITUTIONAL RESEARCH & PLANNING DIRECTORATE** - **UNIVERSITY OF GHANA**

The Institutional Research & Planning Directorate - University of Ghana is seeking to recruit final year students to serve as National Service Personnel for 2025/2026 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.
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.

**Academic Background**

1. Must have studied either Economics, Computer Science, Information Technology, Statistics, Business Administration or Social Science with a GPA of 3.0 and above.  
     
     
   **NOTE**: Applicants who cannot stay for the full year of the service (November, to October 2026) period should not apply.   
     
   Applicants should send their CV and cover letter via e-mail to [irpd@ug.edu.gh](mailto:irpd@ug.edu.gh)  (**Institutional Research & Planning Directorate),**located at the Registry next to the Internal Audit Directorate.   
     
     
   **DEADLINE FOR SUBMISSION**: Friday, 20th June 2025 at 5:00 p.m.

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