**INSTITUTE OF AFRICAN STUDIES, UNIVERSITY OF GHANA**

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

The Institute of African Studies, University of Ghana, requires the services of National Service Personnel for the 2025/2026 academic year. Interested final year students should apply to the Administrator, Institute of African Studies.

**CRITERIA FOR SELECTION**

· Expecting to graduate with at least Second Class Honours

· Able to work with Microsoft Word and Excel

· Good writing and editing skills

· Ability to work in a challenging environment

· Good communications skills

· Decent appearance

· Prepared to work on requested overtime and weekends

**NOTE**: Applicants who cannot stay for the full year of the service (October 2025 to August, 2026) period should not apply.

Applicants should send the following via e-mail to iasadministrator@ug.edu.gh/

iasgen@ug.edu.gh or submit a hardcopy of the documents to the **General Office** of the Institute of African Studies:

· An application letter.

· Current transcript of academic record.

· Current curriculum vitae.

· A clear scanned copy of passport-size photograph.

· A clear scanned copy of student ID card (front and back).

**DEADLINE FOR SUBMISSION**: Friday, June 20, 2025 at 5:00pm.

Please note that the application deadline will be strictly observed. Only short-

listed applicants will be contacted.

**28/4/25**