**OFFICE OF THE DEAN**

**SCHOOL OF BIOLOGICAL SCIENCES**

**COLLEGE OF BASIC AND APPLIED SCIENCES**

**UNIVERSITY OF GHANA, LEGON**

The Dean’s Office, School of Biological Sciences (SBS), College of Basic and Applied Sciences, University of Ghana, requires the services of Two (2) National Service Personnel for the 2025/2026 academic year. Interested final year students should apply to the School Administrator, School of Biological Sciences.

**SELECTION CRITERIA:**

* Able to work with MS Office Suite (Microsoft Word and Excel)
* Willing to work in a challenging environment
* Good Communication Skills
* Applicants should preferably have a background in ICT/Computer Science, Biological Sciences, Accounting, Information Studies/other Social Science Disciplines.

**NOTE:**

Applicants who cannot stay for the full year of the service period should not apply.

Applicants should kindly send the following details via email to [SBSHumanResource@ug.edu.gh](mailto:SBSHumanResource@ug.edu.gh) / deansbs@ug.edu.gh OR submit a hardcopy of the documents to the General Office of the School of Biological Sciences:

* An application letter
* A copy of student’s academic records
* A curriculum vitae
* A scanned copy of Student ID card (Front and Back)
* NSS Pin Code and NSS Number

**DEADLINE FOR SUBMISSION**: On/Before Friday, June 13, 2025, at 5:00 p.m.

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