

UNIVERSITY OF GHANA

ACADEMIC AFFAIRS DIRECTORATE

CALL FOR NATIONAL SERVICE PERSONNEL **2025/2026 ACADEMIC YEAR**

The Academic Affairs Directorate, University of Ghana, is inviting applications from final-year university students who wish to serve as National Service Personnel for the 2025/2026 academic year.

ELIGIBILITY & SELECTION CRITERIA

Ideal candidates should possess the following qualities:

- Strong customer service orientation, with a commitment to professionalism and efficiency.
- Demonstrated innovation and a passion for excellence in service delivery.
- Proficiency in Microsoft Office Suite and IT, with the ability to apply these skills effectively.
- Excellent communication and writing skills, ensuring clarity in interactions.
- Strong interpersonal skills, with the ability to work collaboratively in teams.
- A high level of self-motivation and initiative.
- Critical thinking and analytical skills, with an ability to solve problems effectively.
- A willingness to go the extra mile in delivering high-quality outcomes.

APPLICATION PROCESS

Interested applicants should submit their CV via email to aad@ug.edu.gh or deliver a hard copy to the Director's Office, Academic Affairs Directorate, Registry.

DEADLINE FOR SUBMISSION

20th June 2025 at 5:00 p.m.

The deadline will be strictly enforced. Shortlisted applicants will be contacted. Join us in shaping the future of academic administration at the University of Ghana!

Date Issued: 5th May 2025