**CALL FOR APPLICATIONS**

**2025/2026 RECRUITMENT OF NATIONAL SERVICE PERSONS**

The Office of the Pro Vice-Chancellor (Research, Innovation and Development) is seeking to recruit self-motivated and hardworking final-year students for National Service during the 2025/2026 academic year to assist with administrative, accounting, and IT duties.

Candidates with backgrounds in social sciences, arts, computer science, information technology, accounting, and finance are encouraged to apply.

**CRITERIA FOR SELECTION**

Applicants should:

* Be expecting to graduate with at least Second-Class Upper
* Be competent in the Microsoft Office Suite
* Have good writing and editing skills
* Be computer literate
* Have good communication skills
* Have strong IT skills (knowledge of website design, graphic design, computer hardware and software)

**HOW TO APPLY**

Final-year students interested in applying should submit the following application documents via email to **pvcrid@ug.edu.gh** and copy **pvcrid-admin@ug.edu.gh****:**

* An application letter stating why you should be considered for the role
* Academic Record
* Updated Curriculum Vitae
* A copy of the Student ID Card
* A copy of the NSS Enrollment Form (NSS Pin and NSS Number

Applicants will be required to go through a brief interaction before the final selection.

**Deadline for Submission: Friday, June 13, 2025.**