**VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025 ACADEMIC YEAR – MERIAN INSTITUTE FOR ADVANCED STUDIES IN AFRICA, UNIVERSITY OF GHANA**

The Merian Institute for Advanced Studies in Africa (MIASA), University of Ghana requires the services of National Service Personnel for the 2024/2025 academic year. The selected candidates will provide crucial supporting roles to the Institute in the following areas:

1. Administrative assistance: Helping with administrative tasks, such as reception duties and records-keeping
2. Technical support: Assisting with technical and IT related issues during public lectures, seminars and other events
3. Customer services: Assisting Fellows and visitors
4. Event planning: Coordinating and organizing conferences, workshops and other events
5. Support Services: Providing services like catering, transportation etc.
6. General maintenance and upkeep: Ensuring facilities are clean, well-maintained and functional.

**CRITERIA FOR SELECTION**

* Expecting to graduate with at least Second Class Honours
* Competent in MS Office suite
* Strong IT skills (an added advantage)
* Good writing and editing skills
* Ability to work in a challenging environment
* Good communications skills
* Excellent human relations
* Team player with creativity, initiative, ambition, and drive
* Readiness to work beyond working hours during special events

Interested final year students should submit the following via email to [**miasaadmin@ug.edu.gh**](mailto:miasaadmin@ug.edu.gh)or submit a hardcopy of the documents to:

**Director – Ghana**

**Merian Institute for Advanced Studies in Africa (MIASA)**

**University of Ghana**

* Application letter indicating your interest
* One-page curriculum vitae
* Copy of transcript
* Copy of student ID card
* NSS PIN and Number

**DEADLINE FOR SUBMISSION:** All applications must reach the Director by **Friday, June 27, 2025**, at 5:00 pm.

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