**VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2025/2026 ACADEMIC YEAR – MENSAH SARBAH HALL, UNIVERSITY OF GHANA**

The Mensah Sarbah Hall, University of Ghana requires the services of National Service Personnel for the 2025/2026 academic year. The selected candidates will provide support to the Hall in the following areas:

1. Accounts **(Accounting)**
2. Library and archival management (**Information/Library and archival studies)**
3. Administrative support (Preferred academic background: **Management/Human Resource Management**)
4. Sales management (**Marketing)**

**CRITERIA FOR SELECTION**

* Expecting to graduate with at least Second Class Honours
* Competent in MS Office suite
* Strong IT skills (Knowledge of website design, graphic design, online sales management, and digital marketing is an advantage for the Sales Management position)
* Good writing and editing skills
* Ability to work in a challenging environment
* Good communications skills
* Team player with creativity, initiative, ambition, and drive

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

**The Hall Master**

**Mensah Sarbah Hall**

**University of Ghana**

* Application letter indicating your Area of 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 Hall 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.**

Thank you.