

**CALL FOR APPLICATIONS – RECRUITMENT OF NATIONAL SERVICE
PERSONS (NSPs)**

The Office of the Pro Vice-Chancellor (Academic and Student Affairs) is receiving applications from prospective national service personnel for the 2023/2024 academic year.

Interested persons may submit an application letter indicating their course of study and why they should be considered for the role and include the underlisted documents:

1. Curriculum Vitae.
2. Copy of Student ID.
3. Academic Transcript.
4. NSS Pin.
5. NSS Number.

Applicants must:

1. Be competent in Microsoft Office Suite.
2. Have good writing and editing skills.
3. Have good communication skills.
4. Be prepared to work in a fast-paced environment.
5. Be detail oriented.
6. Knowledge of an additional international language will be an added advantage.

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

Duties of NSP

1. Manage the website and social media platforms of the office.
2. Assist with administrative duties.
3. Perform any other role(s) that may be assigned.

Applications should be sent to the Senior Assistant Registrar at: **pvcasa-admin@ug.edu.gh** and Ms. Tracy Agbanu copied at: **pvcasa-nss@ug.edu.gh / pvc@ug.edu.gh** and not later than **June 23, 2023.**

Thank you.

Office of Pro Vice-Chancellor (ASA)