

**SCHOOL OF ENGINEERING SCIENCES, UNIVERSITY OF GHANA
VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025
ACADEMIC YEAR**

The **Dean, School of Engineering Sciences, University of Ghana** wishes to inform **final year Level 400 students** that applications are being accepted for the position of National Service Personnel at the **Office of Dean, School of Engineering Sciences** for the **2024/2025 Academic Year**. There are **eight (8) positions available** in the following units: General Office, Accounting Office, Library, Computer Laboratory and School Editorial Board.

A. Academic Background of Candidates

Students with the following backgrounds are encouraged to apply

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|--|---------------|
| 1. Business Administration/Secretarial Studies | - 2 positions |
| 2. Accounting | - 1 position |
| 3. Information Studies | - 1 position |
| 4. Computer Engineering/Computer Science | - 2 positions |
| 5. Graphic/Communication Design | - 2 positions |

B. Other Requirements:

Prospective applicants must:

1. Be Computer literate.
2. Have good knowledge of Microsoft Word, Excel, and PowerPoint programmes.
3. Have good verbal communication and writing skills.
4. Be hardworking and teachable.

C. Mode of Application:

Applicants should submit the following:

1. Application letter
2. Current Curriculum Vitae
3. Scanned copy of current transcript of Academic record
4. Scanned copy of student ID card (front and back)

Applications for the position of National Service Personnel should be addressed to: **The School Officer, School of Engineering Sciences, University of Ghana** and submitted via email with **National Service 2024/2025** in the Subject line to **engdean@ug.edu.gh** no later than **4pm on Friday, 31th May, 2024**.

Only short-listed applicants will be contacted for further interaction.

SIGNED: School Officer on behalf of Dean, School of Engineering Sciences