



VACANCY ANNOUNCEMENT

VACANCY FOR NATIONAL SERVICE PERSONNEL

The University of Ghana–Carnegie Writing Centre invites applications for the role of **National Service Personnel** for the **2026/2027 academic year**.

Objectives of the Centre:

The University of Ghana–Carnegie Writing Centre aims to build a visible and viable writing centre that aligns with global best practices by:

- Providing writing tutorial services to members of the University.
- Providing professional editorial services to the University community and beyond.
- Organizing special programmes on writing and communication.
- Conducting research on writing and communication.

Duties:

- Guide students in writing and completing assignments.
- Proofread manuscripts under the supervision of a Fellow at the Centre.
- Actively participate in training sessions organized by the Centre.
- Assist in the training of new interns and volunteers.
- Collaborate with Writing Centre staff to develop writing resources.
- Provide support for special programmes.
- Provide administrative support.

Eligibility

Applicants must:

- Have a minimum CGPA of **3.00**.
- Have majored in the Humanities. Students of English, Linguistics, and Modern Languages are especially encouraged to apply.
- Have a strong interest in writing and communication.
- Be computer literate.
- Possess strong professional and interpersonal skills.

Application Requirements:

Applicants must submit the following:

- An application letter.
- A 500-word statement explaining why they wish to work at the Writing Centre.
- An updated curriculum vitae.
- A current academic transcript.
- Contact details (email addresses and telephone numbers) of two referees.
- The applicant's telephone number (preferably a WhatsApp number) and NSS PIN code.

Note: All application documents must be submitted in **PDF format** and arranged in the order listed above.

Timeline: Submit applications to ugcwc@ug.edu.gh by **31st July 2026**.