

CALL FOR APPLICATIONS
2025/2026 RECRUITMENT OF NATIONAL SERVICE PERSONS (NSPs)

The Office of the Pro Vice-Chancellor (Academic and Student Affairs) is receiving applications from prospective National Service Persons for the 2025/2026 academic year.

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.

Interested final year students should submit the following application documents to the Senior Assistant Registrar at: **pvcasa-admin@ug.edu.gh** and copy Mr. Emmanuel Nuamah at: **pvcasa-nss@ug.edu.gh / pvc@ug.edu.gh**:

1. An application letter (**one page**) stating **why they should be considered for the role**.
2. Academic Transcript.
3. Current CV.
4. Copy of Student ID.
5. NSS Pin.
6. NSS Number.

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 of Pro VC (ASA).
2. Assist with administrative duties.
3. Perform any other role(s) that may be assigned.

Deadline for Applications: **July 8, 2025**.

Thank you.

Office of Pro Vice-Chancellor (ASA)
June 30, 2025