

## MEMORANDUM

**TO:** FINAL YEAR UNDERGRADUATE STUDENTS IN HIGHER EDUCATION INSTITUTIONS

**REF:** UG/LLA/A1

**DATE:** 5<sup>TH</sup> JUNE 2025

**SUBJECT:** VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2025/2026 ACADEMIC YEAR

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The Legon Leadership Academy, University of Ghana wishes to inform **final year undergraduate students** that applications are being accepted for the position of National Service Personnel at the **Legon Leadership Academy Secretariat** for the **2025/2026 Academic Year**. There are **two (2) positions** available.

### A. Academic Background of Candidates

Students with the following backgrounds are encouraged to apply

1. Business Administration/Secretarial Studies/Accounting - 1 position
2. Computer Engineering/Computer Science/Graphic/Communication Design - 1 position

### 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 Resume/CV
3. Scanned copy of current transcript of Academic record
4. Scanned copy of student ID card (front and back)
5. NSS Number and PIN

Applications for the position of National Service Personnel should be addressed to: ***The Assistant Registrar, Legon Leadership Academy, University of Ghana*** and submitted **via email** with **National Service 2025/2026** in the Subject line to **legonleadershipacademy@ug.edu.gh** no later than **4pm on Monday, 16th June 2025**.

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

**SIGNED:** ASSISTANT REGISTRAR, LLA, UG  
**FOR:** TEAM LEAD, LLA, UG