**INTERNATIONAL PROGRAMMES OFFICE, UNIVERSITY OF GHANA**

**VACANCIES FOR NATIONAL SERVICE PERSONNEL**

**FOR THE 2025/2026 ACADEMIC YEAR**

The International Programmes Office, University of Ghana, requires the services of National Service Personnel for the 2025/2026 academic year. Interested final year students should apply to the Office of the Dean, International Programmes.

**CRITERIA FOR SELECTION**

Applicant should possess good writing and editing skills and be:

· Able to graduate with at least a second-Class Upper Division

· Computer literate

· Able to work with students/clients from diverse cultural backgrounds

· A team player with excellent social and communication skills

· Able to take initiative

· Well groomed

· Ready to begin National Service at least a month before the normal start date

· Willing to work extra hours and on weekends (upon request)

 **\*\*\***Background in French and Computer Science will be an added advantage

**NOTE**:

\*\*\*Selected applicants will be required to undertake a mandatory understudy. This will be arranged to ensure minimum or no interference with academic work.

\*\*\*Applicants who cannot stay for the full year of the service period need not apply.

Applicants should submit the following via e-mail to nspipf@ug.edu.gh / arip@ug.edu.gh

1. Application letter.

2. Current transcript of academic record.

3. C.V.

4. Soft copy of passport-size photograph.

5. Clearly scanned copy of Student ID card (front and back).

6. One-page personal statement on the topic: **"Why I want to do my National Service at the International Programmes Office"** (Font size: 12 with single line spacing)

7. Two (2) references (one should be from either a University of Ghana faculty or staff member)

**DEADLINE FOR SUBMISSION:** **Friday, June 13, 2025, at 5:00 pm**

Please note that the application deadline will be strictly observed. Only short-listed applicants will be contacted.

**NB**: All applicants should apply through their UG Student mail accounts.