

**MERIAN INSTITUTE FOR ADVANCED STUDIES IN AFRICA (MIASA),
UNIVERSITY OF GHANA**

**VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE
2026/2027 ACADEMIC YEAR**

The Merian Institute for Advanced Studies in Africa (MIASA), University of Ghana requires the services of National Service Personnel for the 2026/2027 academic year. The selected candidates will provide crucial supporting roles to the Institute in the following areas:

1. **Maintenance and upkeep:** Ensuring facilities are clean, well-maintained, and functional.
2. **Support Services:** Providing services like catering, transportation, etc.
3. **Administrative assistance:** Helping with administrative tasks, such as reception duties and records-keeping.
4. **Technical support:** Assisting with technical and IT-related issues.
5. **Customer service:** Assisting visitors and fellows, answering calls, and providing information.

CRITERIA FOR SELECTION

- Expecting to graduate with at least Second Class Honours
- Competence in MS Office suite
- Strong IT skills (knowledge of website design, graphic design, and digital marketing is a plus)
- Good writing and editing skills
- Ability to work in a challenging environment
- Good communication skills
- Team player with creativity, initiative, and drive

Interested final year students should submit the following via email to miasaadmin@ug.edu.gh or submit a hardcopy of the documents to:

**Director – Ghana
Merian Institute for Advanced Studies in Africa (MIASA)
University of Ghana**

- Application letter
- One-page curriculum vitae
- Copy of transcript
- Copy of student ID card
- NSS PIN and Number

Only short-listed applicants will be contacted.