

ACADEMIC QUALITY ASSURANCE DIRECTORATE (AQAD)
VACANCY FOR NATIONAL SERVICE PERSONNEL FOR THE 2026/2027
ACADEMIC YEAR

The **Academic Quality Assurance Directorate (AQAD)** is accepting applications from final-year Level 400 students for National Service positions for the 2026/2027 academic year.

CRITERIA FOR SELECTION

Interested candidates should:

1. Demonstrate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Ms. Teams).
2. Possess excellent analytical skills with the ability to collect, analyze, and interpret data.
3. Exhibit values of integrity, loyalty, and respectfulness.
4. Have good verbal communication and writing skills.
5. Be detail-oriented and analytical.
6. Be a team player, sociable, creative, and innovative.
7. Be proactive, hardworking, and teachable.
8. Have decent appearance.
9. Be ready to work in a challenging environment.

REQUIRED SKILLS

1. Time management.
2. Strong work ethic, fast learner and high acumen.
3. Good interpersonal relationship i.e. Emotional Intelligence.

Note: Experience in Graphic Design and Social Media Management is an added advantage.

Applicants should send the below documents via e-mail to aqad@ug.edu.gh:

1. An application letter (one page)
2. Academic Transcript
3. Current CV
4. Copy of Student ID
5. NSS Pin
6. NSS Number

DEADLINE FOR SUBMISSION: Friday, 31st July, 2026 at 5:00 p.m.