

ACADEMIC QUALITY ASSURANCE DIRECTORATE (AQAD)
VACANCY FOR NATIONAL SERVICE PERSONNEL FOR THE 2025/2026
ACADEMIC YEAR

The **Academic Quality Assurance Directorate (AQAD)**, is accepting applications from final-year Level 400 students, preferably with a background in **BSc Computer Science, BA Economics, BA Communication Studies, or BA English** for National Service positions for the 2025/2026 academic year.

CRITERIA FOR SELECTION

Interested candidates should:

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

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 following documents via e-mail to **aqad@ug.edu.gh**:

- An application letter;
- Current transcript of Academic Record;
- Current Curriculum Vitae;
- NSS Pin and NSS Number.

DEADLINE FOR SUBMISSION: Monday, 30th June, 2025.