

**CALL FOR APPLICATIONS – RECRUITMENT OF NATIONAL SERVICE
PERSONS (NSPs)**

The Office of the Pro-Vice-Chancellor (Academic and Student Affairs) is receiving applications from prospective national service personnel for the 2022/2023 academic year.

Interested persons may submit an application letter indicating their course of study and why they should be considered for the role and include the underlisted documents:

1. Curriculum Vitae
2. Copy of Student ID
3. Academic Transcript
4. NSS Pin
5. NSS Number

Applicants must:

1. Be competent in Microsoft Office Suite
2. Have good writing and editing skills
3. Have good communication skills
4. Be prepared to work in a fast-paced environment
5. Be detail oriented

Applicants will be required to go through a brief interaction before the final selection.

Duties of NSP

1. Manage the website and social media platforms of the office.
2. Assist with administrative duties.
3. Perform any other role(s) that may be assigned.

Applications should be sent to pvc@ug.edu.gh and not later than **May 20, 2022**.

Thank you.

Office of Pro Vice-Chancellor (ASA)