

**COLLEGE OF HUMANITIES CENTRAL ADMINISTRATION
UNIVERSITY OF GHANA**

**VACANCIES FOR NATIONAL SERVICE PERSONNEL
FOR THE 2022/2023 ACADEMIC YEAR**

The College of Humanities Central Administration (College Secretariat/HR Office, Academic Affairs and Finance Offices) requires the services of National Service Personnel to provide administrative support for the 2022/2023 academic year.

Interested final year students of the University of Ghana who wish to apply for the position should satisfy the following requirements:

1. ACADEMIC QUALIFICATIONS

College Finance Office

- Applicants should be final year Diploma in Accounting or BSc. Administration (Accounting option) students

College Secretariat/HR Office/ Academic Affairs Office

- Applicants should be final year students with any Humanities related background

2. OTHER REQUIREMENTS

- Must be computer literate (knowledge in Microsoft Office Suite)
- Prepared to work under strict supervision
- Good communication skills
- Must be a team player and must be able to take initiative

Applicants should submit the following via email to: bkallson@ug.edu.gh cc: cohcsecretary@ug.edu.gh

- Application letter (addressed to the College Secretary)
- Current copy of their transcript
- Copy of student ID card
- One-page curriculum vita

DEADLINE FOR SUBMISSION: Wednesday, May 4, 2022.

Kindly note that only shortlisted applicants will be contacted.

