

INSTITUTE OF AFRICAN STUDIES, UNIVERSITY OF GHANA VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2023/2024 ACADEMIC YEAR

The Institute of African Studies, University of Ghana, requires the services of National Service Personnel for the 2023/2024 academic year. Interested final year students should apply to the Administrator, Institute of African Studies.

CRITERIA FOR SELECTION

- Expecting to graduate with at least Second Class Honours
- Able to work with Microsoft Word and Excel
- Good writing and editing skills
- Ability to work in a challenging environment
- Good communications skills
- Decent appearance
- Prepared to work on requested overtime and weekends

NOTE: Applicants who cannot stay for the full year of the service (October to August, 2023) period should not apply.

Applicants will be required to partake in a compulsory understudy which will take place although academic work will still be in session.

Applicants should send the following via e-mail to iasadministrator@ug.edu.gh/iasgen@ug.edu.gh or submit a hardcopy of the documents to the **General Office** of the Institute of African Studies:

- An application letter.
- Current transcript of academic record.
- Current curriculum vitae.
- A clear scanned copy of passport-size photograph.
- A clear scanned copy of student ID card (front and back).

DEADLINE FOR SUBMISSION: Friday, June 30, 2023 at 5:00pm.

Please note that the application deadline will be strictly observed. Only short-listed applicants will be contacted.