INTERNATIONAL PROGRAMMES OFFICE, UNIVERSITY OF GHANA
VACANCIES FOR NATIONAL SERVICE PERSONNEL
FOR THE 2023/2024 ACADEMIC YEAR

The International Programmes Office, University of Ghana, requires the services of National Service Personnel for the 2023/2024 academic year. Interested final year students should apply to the Office of the Dean, International Programmes.

CRITERIA FOR SELECTION
Applicant should possess good writing and editing skills and be:
· Able to graduate with at least a second Class Upper
· Computer literate
· Able to work with students/clients from diverse cultural backgrounds
· A team player with excellent social and communication skills
· Able to take initiative
· Well groomed
· Ready to begin National Service at an earlier period
· Willing to work extra hours and on weekends (upon request)
  ***Background in French will be an advantage

NOTE:
***Due to the changes in the academic calendar, selected applicants will be required to partake in a compulsory understudy which will take place although academic work will still be in session.
***Applicants who cannot stay for the full year of the service period need not apply.

Applicants should submit the following via e-mail to nspipf@ug.edu.gh
1. An application letter.
2. Current transcript of Academic Record.
3. Current C.V.
4. A clear scanned copy of passport-size photograph.
5. A clear scanned copy of Student ID card (front and back).
6. A typed personal statement on the topic: **"Why I want to do my National Service at the International Programmes Office"** (Not more than 500 words)
7. Two (2) references (one should be from a University of Ghana faculty or staff member)

DEADLINE FOR SUBMISSION: Wednesday, May 31, 2023, at 5:00 pm

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

NB: All applicants should apply through their UG Student mail accounts.