

OFFICE OF INSTITUTIONAL ADVANCEMENT-UNIVERSITY OF GHANA
VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2023/2024
ACADEMIC YEAR

The Office of Institutional Advancement-University of Ghana is seeking to recruit final year students to serve as National Service Personnel for 2023/24 academic year. Applicants should have an interest in alumni management, communications, fundraising, and marketing.

CRITERIA FOR SELECTION

Interested candidates should:

1. have good communication and writing skills.
2. be proactive.
3. have strong Microsoft Word, Excel, and PowerPoint.
4. have good interpersonal skills, and enjoy working in teams.
5. display an appreciable level of self-motivated.
6. be customer service oriented.
7. be a critical thinker with outstanding analytical and problem-solving skills.
8. show innovativeness with a passion for excellence.
9. be willing to go the extra mile.

Candidates with the following skills would have an advantage.

1. Graphic designing
2. Background in Archival studies
3. Ability to speak French fluently
4. Ability to drive (must show proof of appropriate license)
5. Proven marketing / sales skills or training.

NOTE: Applicants who cannot stay for the full year of the service (November, to October, 2024) period should not apply.

Applicants should send their CV via e-mail to oia@ug.edu.gh or submit a hardcopy to the **Office of Institutional Advancement**, located at the Alumni Building next to Ecobank Legon branch on the “Akilagpa Sawyerr” road.

DEADLINE FOR SUBMISSION: Wednesday, 31st August, 2023 at 5:00 p.m.

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

