

## **VACANCIES FOR NATIONAL SERVICE PERSONNEL FOR THE 2024/2025 ACADEMIC YEAR – MENSAH SARBAH HALL, UNIVERSITY OF GHANA**

The Mensah Sarbah Hall, University of Ghana requires the services of National Service Personnel for the 2024/2025 academic year. The selected candidates will provide support to the Hall in the following areas:

1. Accounts (**Accounting**)
2. Library and archival management (**Information/Library and archival studies**)
3. Administrative support (Preferred academic background: **Management/Human Resource Management**)
4. Sales management (**Marketing**)

### **CRITERIA FOR SELECTION**

- Expecting to graduate with at least Second Class Honours
- Competent in MS Office suite
- Strong IT skills (Knowledge of website design, graphic design, online sales management, and digital marketing is an advantage for the Sales Management position)
- Good writing and editing skills
- Ability to work in a challenging environment
- Good communications skills
- Team player with creativity, initiative, ambition, and drive

Interested final year students should submit the following via email to [msh\\_mastersoffice@ug.edu.gh](mailto:msh_mastersoffice@ug.edu.gh) or submit a hardcopy of the documents to:

**The Hall Master  
Mensah Sarbah Hall  
University of Ghana**

- Application letter indicating your Area of interest
- One-page curriculum vitae
- Copy of transcript
- Copy of student ID card
- NSS Pin and Number

**DEADLINE FOR SUBMISSION:** All applications must reach the Hall by **Friday, June 28, 2024**, at 5:00 pm.

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

Thank you.