

## CALL FOR NATIONAL SERVICE PERSONNEL

(2025/2026 Service Year)

Application Deadline: 1st August, 2025

Service Start Date: As assigned by National Service Secretariat

The Practical Education Network (PEN) is a Ghanaian non-profit organization dedicated to empowering teachers to deliver practical, hands-on STEM education using locally available materials. As we scale our operations across Ghana and beyond, we are seeking highly motivated National Service Personnel to join our team for the 2025/2026 service year.

If you're a recent graduate passionate about STEM education and you're looking to make real impact while gaining valuable experience, this is the opportunity for you.

### Service Areas Available

Successful applicants will work alongside PEN's experienced staff in the following departments and Units:

#### 1. Curriculum and Training Support

- o Assist in developing and testing hands-on STEM activities
- o Support the facilitation of teacher training workshops
- o Help digitize and package training materials for broader use

*Preferred Backgrounds: Science Education, Engineering, Physics, Biology, Chemistry, Mathematics, Education, or STEM-related fields*

#### 2. Research, Monitoring, Evaluation & Learning (RMEL)

- o Assist in designing and conducting field data collection
- o Help clean and analyze quantitative and qualitative data
- o Support the creation of visual dashboards and learning reports

*Preferred Backgrounds: Statistics, Mathematics, Data Science, Development Studies, Education, or Social Science with strong research skills.*

#### 3. Communications and Partnerships

- o Contribute to content creation for social media, blogs, and reports
- o Support design of communication materials and visuals
- o Assist in researching potential partners and funding opportunities

*Preferred Backgrounds: Communications, Journalism, Marketing, Graphic Design, Video Editing, Public Relations.*

#### 4. Finance and Administration (Applicants with Accounting Background Strongly Encouraged)

- Assist with budget tracking, bookkeeping, and financial reporting
- Support procurement, payment processing, and document filing
- Help ensure compliance with internal controls and audit readiness

*Preferred Backgrounds: Accounting, Finance, Business Administration, or related disciplines*

## **5. IT Advisory and AI Support**

- Provide basic tech support to staff (hardware, software, connectivity)
- Help maintain PEN's digital infrastructure and data systems
- Contribute to improving cybersecurity and IT efficiency
- Develop AI integration strategies and train staff to adopt them in their daily work to enhance efficiency and productivity
- Explore AI tools that improve efficiency in data, communications, and project tracking
- Assist in piloting AI applications in training and educational content development
- Recommend and test AI-driven tools to enhance workflow automation

*Preferred Backgrounds: Computer Science, Artificial Intelligence, Data Science, Engineering, or other STEM programs with interest in AI applications*

## **Our Core Values**

- Learning
- Integrity
- Generosity
- Humility
- Transparency

## **Eligibility Criteria**

- Must be posted for National Service for the 2025/2026 year
- Strong work ethic, willingness to learn, and commitment to teamwork
- Passion for education, STEM, innovation, and social impact

**Submit applications via:** <https://bit.ly/NSSAtPEN>

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