

CALL FOR NATIONAL SERVICE PERSONNEL

(2026/2027 Service Year)

Application Deadline: 30th September, 2026

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 2026/2027 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. Programmes

- Assist in developing and testing hands-on STEM activities
- Support the facilitation of teacher training workshops
- Help digitize and package training materials for broader use
- Contribute to content creation for social media, blogs, and reports
- Support design of communication materials and visuals

Preferred Backgrounds: Science Education, Social Sciences

2. Partnerships and Resource Mobilisation

- Assist with desk research to identify potential partners and funding opportunities.
- Support PEN proposal team in writing of proposals.
- Write meeting notes of proposal meetings and ensure tasks are documented on Trello.
- Identify, develop and help with the implementation of fundraising campaigns, events and activities.
- Actively market PEN resource manuals to schools, teachers and individuals.

Preferred Backgrounds: Communications, Business Administration, Marketing.

3. Finance and Administration

- 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 Background: Accounting

Our Core Values

- Learning
- Integrity
- Generosity
- Humility
- Transparency

Eligibility Criteria

- Must be posted for National Service for the 2026/2027 year
- Strong work ethic, willingness to learn, and commitment to teamwork
- Passion for education, STEM, innovation, and social impact

Submit applications via: <https://forms.gle/VijZLetQVZGZn1JY6>

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