

WORK EXPERIENCE

HUMAN RESOURCE DIVISION - January 2021 to-date:

Position/Schedule: Sectional Head - Training and Development

Rank: Assistant Registrar

Job Duties:

- Providing general assistance to the Head of Human Resources Division.
- Interpret and ensure adherence to relevant policies on sabbatical leave, study leave, leave of absence, secondment among others.
- Planning and organising staff training and development programmes.
- Liaising with scholarship secretariat and donor agencies on training programmes
- Planning and organising orientation programmes.
- Managing senior staff within the Human Resource Division.

FACILITATOR

Chartered Institute of Human Resources, Sunyani Chapter - 2023 to date

PREVIOUS WORK HISTORY

Regional Education Office, Sunyani

- Head of Registry - 2018 - 2021
- Administrative Officer - 2016 - 2021
- Secretary - 2004 - 2016

College of Distance Education – Sunyani Centre

Senior Tutor - 2015 – 2024

Key Training/Workshops/Conference attended

- Coaching and Mentoring Programme in Grant Writing – January, 2025
- Leadership Development – September, 2024
- Balancing Growth and Sustainability in Expanding Public Universities – August, 2024
- Contemporary Administrative Practices – May, 2024
- Continuous Professional Development (CPD) – June, 2024
- 2-day transformational dialogue on “Small Scale Mining - 2023
- Extended Management Retreat March, 2023
- Administrators in Changing (Challenging) Times (23rd – June, 2022
- 2-day transformational dialogue on Small Scale Mining - May, 2022
- NBS International Conference - March, 2022
- Enhancing Staff Continuous Professional Development - October, 2021
- Becoming a world class Administrator - September, 2021

COMMITTEES

- Recorder, Scholarship and Staff Development Committee 2021 to date
- Secretary, Public Lecture Committee - 2021 to date
- Member/Secretary, Committee for Deficit in Classroom Furniture - 2022
- Member, Committee to Assess and Evaluate - 2021
- Recruitment Exercise - 2020-2021

REFERENCES

Mr. Hayford Asare

Deputy Registrar/Head, HRD
University of Energy and Natural Resources,

Professor Ibrahim Ansong

Associate Professor of Management
Department of Management, UCC