CURRICULUM VITAE JULIET BENEWAA ASSUMENG

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PROFILE

Female; Ghanaian; Christian

A team leader with problem-solving skills, proven leadership skills in development and training, motivates groups and individuals to achieve set objectives, an inspirer, quality controller and initiator, resourceful, good communicator, researcher, inter-personal and analytical skills.

CAREER OBJECTIVE

To offer managerial, teaching, research and consultancy services in Human Resources Management and Development.

EDUCATION

- PHD Candidate (Business Administration) University of Cape Coast On-going
- MPHIL (HRM) Kwame Nkrumah University of Science and Technology 2022
- MBA (HRM) University of Cape Coast, Cape Coast
 2018
- PGDE Catholic University College of Ghana
 2017
- BMS University of Cape Coast, Cape Coast
 2014
- HND Secretarialship and Management Studies Sunyani Polytechnic 2010
- DBS Secretarial Option Sunyani Polytechnic 2004

PROFESSIONAL CERTIFICATION PROGRAMMES

- Chartered Institute of Human Resources Management
- Chartered Institute of Administrators and Management Consultant

MEMOS

- 1. **Assumeng**, **B.J**, Appiah, A. O, Obeng, D. 2021: The Need to Improve on the parking lots at the University Environment.
- 2. **Assumeng, B.J,** Fening, L.O, 2022: Proposal on Succession Planning Policy to Enhance Administrative Continuity and Institutional Development.
- 3. **Assumeng, B.J,** Fening, L.O, 2022: Proposal on Implementation of Internal and External Peer Review.

PUBLICATIONS

- Otoo, C. I., Assumeng, J. B., & Alfred, K. (2018). Training and professional development practices for employees in the Ghana education service. *International Journal of Science* and Research, 8(2), 1904-1915.
- Otoo, I. C., **Assuming**, **J.**, & Mensah Agyei, P. (2018). Effectiveness of recruitment and selection practices in public sector higher education institutions: Evidence from Ghana.

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