

BENJAMIN BAGANGMA ABUGRI

P.O.BOX 214, UNIVERSITY OF ENERGY AND NATURAL RESOURCE, SUNYANI

bbenjamin.abugri123@gmail.com/benjamin.abugri@uenr.edu.gh

0557746610/0541412478

1. PERSONAL PROFILE

I am a dedicated and self-disciplined person with good interpersonal and communication skills. I perform my duties in the best possible way and in full capacity with accuracy, honesty and self-motivation. With this, I am ever ready to take up new challenges and learn new things to adapt to diverse environments. I am able to make innovations and can perform duties under pressure with little or no supervision.

2. EDUCATION

**Kwame Nkrumah University of Science and Technology (KNUST),
Kumasi (Sept 2014- June, 2018).**

Bachelor of Science (BSc) in Development Planning;

- i. Development planning workshop (Community development, District Planning, Plan implementation management).
- ii. Assessment of Community Participation in the Preparation and Implementation of District Medium Term Development Plan. The Case of Tano South Municipality.

Presbyterian Senior High School, Tamale, Northern Region (October 2009-May 2013)

May-June 2013 WASSCE (Offered Business)

Results: WASSCE- 2As, 4Bs and 2Cs

Subriso Community School, Techimantia-Subriso, Ahafo Region

Year: 2000-2009

Results: BECE-3(1s), 4(2s) and 2(3s)

3. WORK EXPERIENCE

February 2021 to date (Quality Assurance and Planning Assistant, Staff)

August 2019 to January 2021(Quality Assurance and Planning Assistant, Voluntary Service)

Sept, 2018 to August, 2019 (Quality Assurance and Planning Assistant, National Service)

University of Energy and Natural Resources, Sunyani

Responsibilities: Under the guidance of the Head of Directorate;

- i. I coordinated the periodic review of curriculum of all academic programmes in the University
- ii. Facilitated the preparation of quality audits, self-studies, quality assurance review, surveys, staff training and development in collaboration with HR division.
- iii. Disseminated, on regular basis, matters related to quality enhancement to the Staff and Students.
- iv. Compiled 2019/2020 National Accreditation Board and National Council for Tertiary Education documents for UENR.
- v. Conducted and wrote report on 'evaluation of students performance for (12) different programmes in 2017/2018 academic year (second semester).
- vi. Conducted freshmen survey for the 2018/2019 and 2019/2020 academic years
- vii. Conducted pilot service satisfactory survey for selected department in the university such Finance directorate, security, hostel and Human resources division in January, 2020.
- viii. Wrote proposal which won the University an amount to provide (52) dustbins to ensure proper sanitation on campus through GCB, Bank.
- ix. Drafted Intellectual Policy for the University.
- x. In charged of the Quality assurance data management system
- xi. Conducted student's assessment of Lecturers and Courses for both 1st and 2nd semesters of 2018/2019 academic year and 1st semester of 2019/2020 academic year and wrote reports.
- xii. Monitored and evaluated progress of University policies and programmes.

July 2020 to date. Lead Community Monitor for Bono Region: West Africa Network for Peacebuilding, Ghana (WANEP-GHANA).

Responsibilities:

- i. Weekly report on early warning signs of Conflict and Conflict related activities to the headquarters.
- ii. Risk assessment of WANEP-GHANA implemented programmes with National Peace Council in Bono Region.
- iii. Leader reporter for EMAM project in Ghana.

July 2019. Lead Field Enumerator (Kintampo North Municipality)

Imani Center for Policy and Education

Lead Field Enumerator for Project “Promoting Social Accountability to Enhance Spending Efficiency at the Local Government Level” in Kintampo North Municipality. I conducted (560) household data collection in eight communities and (4) institutional data collection including the MCE, Education Directorate, MOFA and Works Department.

May to August 2016 (Intern)

Tamale Teaching Hospital, Tamale

(Policy Planning, Monitoring and Evaluation Department Under the directive of Head of PPME);

Responsibilities:

- i. I wrote reports, minutes and memos
- ii. Organized weekly PPME meetings.
- iii. Monitoring and Evaluation of the Hospital Projects within and without Tamale (Mid-year Assessment 2016).
- iv. Assessed the accessibility and availability of personal protective clothes such as gloves in all the Wards of the Hospital (June 2016).

May to July 2015 (Intern)

Saboba District Assembly, Saboba. (District Planning Office under the supervision of the District Planner).

Responsibilities:

- i. Organized District development planning committee meetings and workshops,
- ii. Socio-demographic data collection, analysis, reporting.
- iii. Wrote special reports, minutes and memos.

- iv. Monitoring and Evaluation of District Projects such as the Saboba dam project, household toilet facilities and community water and sanitation projects.
- v. Wrote reports on the mid-year district budget review
- vi. Translated most of the community stakeholders meeting organized by both physical and development planning Units of the District on 'Land and building permit acquisition procedures.

October 2013 to August 2014 (Intern/ Assistant Project Supervisor)

Create Change Ghana, an NGO in Tamale

Responsibilities:

- i. Assisted Programme officers in implementing activities/projects related to Education, Sponsorship and Construction Projects.
- ii. Visit to various Senior High Schools within Tamale metropolis to engage with sponsored students.
- iii. Conducted tracer survey on the NGOs sponsored students from 2010-2013.
- iv. Located (15) brilliant but needy students for sponsorship within the Saanaligu District of Northern region.

June 2013 to October 2013 (Teacher)

Grace Holy Child School, Tamale, Northern

Responsibilities:

- i. Taught Religion, English Reading and Comprehension,
- ii. Managed Morning Devotion
- iii. Physical Education

4. PERSONAL SKILLS

Language and Communication skills

English (Excellent oral, writing and reading proficiency)

Akan, Asante Twi (Excellent oral and good writing/reading proficiency)

Dagbani and Bimoba (Good Oral).

Organizational Skills

- i. Community entry techniques
- ii. Activity planning, coordination and facilitation
- iii. Preparation of action plans
- iv. Project stakeholder analysis
- v. Proposal, reports, memos, speeches and minutes writing
- vi. Development of concept notes
- vii. Tools for budgeting such as the logical framework and Composite Budget framework
- viii. Data recording, analysis and discussion

Digital Skills

- i. Microsoft Suit (Word, Excel, Access, PowerPoint etc.)
- ii. Statistical Package for Social Sciences (SPSS)
- iii. KoboCollect App Usage
- iv. HLM Software
- v. ArcGIS (Physical Planning software)
- vi. R-studio for geo-demographic data.
- vii. Census and Survey Processing System (CSEntry).

5 ADDITIONAL INFORMATION.

Research Works

- i. Assessment of Community Participation in the Preparation and Implementation of District Medium Term Development Plan. The Case of Tano South Municipality (unpublished)
- ii. Local Community Development Planning and Stakeholder Engagement: The Case of Asokore Mampong Municipality, Kumasi

- iii. Plan Implementation Management and Stakeholder Analysis of Project and Policies among District Assemblies in Ghana: The Case of Ejura-Sekyere Odumase District Assembly.

Workshops/Programmes Attended

- i. Jobs for Youth: Migration and Employment Program (Organized by British Council in collaboration with GIZ)
- ii. Entrepreneurship, Career Development, Leadership and Financial Management (Smithtips Leadership and Training Institute)
- iii. Good Assessment Practices in Higher Education: Improving Teaching and Learning (University of Energy and Natural Resources, Sunyani)
- iv. Africa's Young Leaders and Entrepreneurs Summit, Success Africa (LEC Group in collaboration with Databank Ghana Limited)
- v. Advance knowledge in Microsoft Suit for Corporate world (Smithtips Leadership and Training Institute).
- vi. Skills Development in Proposal Writing (University of Energy and Natural Resources, Sunyani)
- vii. Quality Assurance in African Higher and Tertiary Education Institutions-Current State and the way Forward Webinar (All African Universities).

6. REFEREES

- **Prof John K. M. Kuwornu**

Dean, School of Graduate Studies, UENR.

John.kuwornu@uenr.edu.gh

Tel: +233 245131807

- **Dr. Owusu Amponsah**

Senior Lecturer/Examination officer, Department of Planning

KNUST, Kumasi

Tel: +233 208093643

- **Lydia Oteng Fening**

Assistant Registrar

Quality Assurance and Academic Planning Directorate

University of Energy and Natural Resources, Sunyani

Tel: +233 242842370.