

# CURRICULUM VITAE

## PERSONAL DATA

**Name** : Hayford Asare  
**Date of Birth:** January 3, 1977  
**Marital Status:** Married  
**Place of Birth:** Tanoso, Sunyani  
**Nationality** : Ghanaian  
**Religion** : Christian  
**Postal Address:** UENR, P. O. Box 214, Sunyani-B/A  
**Mobile** : 0209595695  
**E-mail** : hayford.asare@uenr.edu.gh

**Objective** : Hard Work and Excellence  
**Hobbies** : Reading and Computer Games

## EDUCATIONAL BACKGROUND

### **2008 – 2011 University of Cape Coast, Cape Coast, Ghana**

(M. A. Human Resources Development, *with research*, CGPA=3.8)

**Research area:** *Teacher perception of training programmes organized by Ghana Education Service in the Asutifi District*

### **2001 – 2005 University of Cape Coast, Cape Coast, Ghana**

[Bachelor of Education (Foundations), *with major in Economics, 2<sup>nd</sup> class Upper Division*]

**Research area:** *Low enrolment of females in second cycle institutions in the Sunyani Municipality: a case study at Nsoatre*

### **1995 – 1998 Teacher Training College, Berekum, Ghana**

(*Teachers' Certificate "A"*)

### **1992 – 1994 Sunyani Secondary School, Sunyani, Ghana**

(*General Arts Programme*)

## PROFESSIONAL QUALIFICATION

### **2015 – 2016 Chartered Institute of Human Resource Management (CIHRM) Ghana**

(*Associate member*)

## **EMPLOYMENT RECORDS**

### **August 2021 – Date University of Energy and Natural Resources, Sunyani**

**Position:** *Senior Assistant Registrar & Acting Head in charge of University Relations Office*

**Duties:** *Manages staff under the Division; provides strategic planning with respect to the University public relations; coordinates all events ceremonies, programmes and other public relations activities of the University; provides policy options for public relations matters for the consideration of the appropriate committee/board through the submission of papers and memoranda; serves as Editor-in-Chief for publications of the University.*

### **July 2018 – July 2021 University of Energy and Natural Resources, Sunyani**

**Position:** *Senior Assistant Registrar & Acting Head in charge of General Administration*

**Duties:** *Oversees activities of front desk staff; coordinates activities of the University's Transport Unit and the Security services Unit; exercises supervision over University Cafeteria; liaises with the University Clinic and Environmental Sanitation professionals to ensure health of staff and students; serves as secretary to and ensures the implementation of decisions of relevant committees under the Division.*

### **September 2012 – June 2018 University of Energy and Natural Resources, Sunyani**

**Position:** *Senior Asst. Registrar (Acting Head) (Sept. 2016 – June 2018) & Asst. Registrar (Sept 2012- Aug. 2016) in charge of Human Resources.*

**Duties:** *Assisting in advertising, shortlisting & interviewing applicants for recruitment; issuing letters of appointment, promotion, retirement, introduction and termination of appointment to staff; organizing staff orientation and training programmes; organizing health screening for staff; monitoring staff attendance records; coordinating national service postings; supervising Senior/Administrative staff; and serving as secretary to several University committees.*

### **2010 – 2012 Centre for Continuing Education, UCC, Hwidiem Centre**

**Position:** *Tutor of Special Education course*

### **2009 – 2010 College of Professional Studies, Kenyasi – B/A**

**Position:** *Tutor of Economics and Business Finance*

### **2005 – 2012 Hwidiem Senior High School, Hwidiem – B/A**

**Position:** *Teacher of Economics & History*

**Other Duties:** *Housemaster; Students' Prep. Coordinator; Secretary to Committee of Housemasters; Member of school fees taskforce*

### **1998 – 2001 Tano-Ano L/A Primary, Yamfo – B/A**

**Position:** *Teacher*

**Other duties:** Assistant Sports Master

### **LEADERSHIP POSITIONS HELD**

1. **Acting Registrar**, Univ. of Energy and Natural Resources (UENR), Sept. – Nov., 2021
2. **Acting Registrar**, Univ. of Energy and Natural Resources (UENR), April 7-9, 2021
3. **Acting Registrar**, Univ. of Energy and Natural Resources (UENR); October 1-5, 2018.
4. **Acting Head**, University Relations Office, UENR, August 2021 - Date
5. **Acting Head**, General Administration Division, UENR; July 1, 2018 – July 31, 2021.
6. **Acting Head**, Human Resources Division, UENR; September 1, 2017 – June 30, 2018.
7. **House Master**, Hwidiem Senior High School, Hwidiem-B/A; Sept. 2009-August 2012.
8. **Coordinator**, Students' Prep., Hwidiem Senior High-B/A; September 2010-August 2012.

### **WORKSHOP PRESENTATIONS/FACILITATION**

1. **Resource Person:** Orientation Programme for Senior Members. Theme: Improving on Your Loyalty for Effective Stakeholders' Relationship – May 2021
2. **Resource Person:** Orientation Programme for Junior staff. Theme: Brief History, Governance System and Achievements of UENR – March 2021
3. **Resource Person:** Orientation Programme for Senior Members. Theme: Improving on Your Loyalty for Effective Stakeholders' Relationship – June 2020
4. **Facilitator:** Jobs for Youth Entrepreneurship Programme, organized by British Council: January-December 2019

5. **Facilitator:** National Entrepreneurship and Innovation Programme, organized by GoG – July 2019
6. **Resource Person:** GAUA Training Programme Series. Theme: How to Prepare for Promotion – October 2018
7. **Resource Person:** Orientation Programme for Senior Members. Theme: Staff Documentation as a Requirement and Other Pertinent Issues in the Conditions of Service – August 2018
8. **Organizer/Facilitator:** Workshop on Performance Management and Appraisal for Senior Members and Senior Staff of UENR– October 2017
9. **Organizer/Resource Person:** Orientation for Senior Staff of UENR. Theme: My Role as Senior Administrative/Research Assistant – October 2016

#### **TRAINING WORKSHOPS ATTENDED**

**2013 Venue: University of Energy and Natural Resources, Sunyani**

*(Theme: Maintaining effective team-building)*

**2014 Venue: University of Energy and Natural Resources, Sunyani**

*(Theme: Academic Quality Assurance and Leadership in Higher Education Mgt)*

**2016 Organizers and Venue: Ghana employers' Association, Accra**

*(Theme: Managing Working Hours & Overtime)*

**2017 Organizers and Venue: IHRMP, Accra**

*(Theme: Designing & Implementing a Performance Management System)*

**2017 Organizers and venue: Ghana Association of University Administrators, Kumasi**

*(Theme: Modern Trends in University Administration and Management)*

**2018 Organizers and venue: IHRMP, Kumasi**

*(Theme: The Human Resource Practitioner and Legal Compliance)*

**2018 Organizers and venue: British Council, Accra**

*(Theme: Entrepreneurship Bootcamp Training)*

**2019 Organizers and venue: British Council, Kumasi**

(Theme: *Entrepreneurship Incubation and Acceleration Training*)

**2019 Organizers and venue: British Council, Accra**

(Theme: *Post Training Analysis and Evaluation Conference*)

**2019 Organizers and venue: QAPU, UENR – Sunyani**

(Theme: *Good Assessment Practices in Higher Education*)

**2019 Organizers and venue: Circle ISP, UENR, Sunyani**

(Theme: *Mentor-Mentee Pairing Programme*)

### **RESEARCH WORKS UNDERTAKEN**

1. Training and Development Programmes versus Lecturers' Performance in Teaching: the Perception of Lecturers in the Sunyani Polytechnic, Ghana - *Published*
2. Teachers' Perception of Training Programmes Organised by Ghana Education Service in the Asutifi District – *Master Thesis Unpublished*
3. Low Enrolment of Female in Second Cycle Institutions in the Sunyani Municipality: A Case Study at Nsoatre – *Undergraduate Project Unpublished*

### **PUBLICATION/PROPOSALS/POSITION PAPERS/UNPUBLISHED PAPERS/REPORTS**

Over the period of my years of work with the University, I have published and written the under-listed proposals/position papers to advise Management of the University on pertinent issues:

1. Job, K.M., **Hayford, A.**, George, K.A. (2016) "Training and Development Programmes versus Lecturers' Performance in Teaching: The Perception of Lecturers in the Sunyani Polytechnic, Ghana". *European Journal of Business and Management*, 8 (12), 149-157.
2. Teachers' Perception of Training Programmes Organised by Ghana Education Service in the Asutifi District – *Master Thesis Unpublished; 2010*
3. Low Enrolment of Females in Second Cycle Institutions in the Sunyani Municipality: A Case Study at Nsoatre – *Undergraduate Project Unpublished; 2005*
4. **March 2022 – Proposal:** Peer Review of Proposals, Position Papers and Memoranda by Administrative and Professional Staff at UENR
5. **November 2021 – Proposal:** Staff Reward and Recognition Scheme at the University of Energy and Natural Resources

6. **April 2021 – Proposal:** *Policy on the Operation of the SRC Buses of UENR*
7. **March 2021 – Proposal:** *Commutation of Lecturers to and from Dormaa Campus*
8. **February 2021 – Proposal:** *Fixing Electronic Payment Devices in the SRC Shuttle Buses*
9. **October 2020: Proposal:** *Adopting a Standard Administrative Structure for the Senior Member Category of the Security Services Unit – A Necessary Pre-Condition for Effective Operations*
10. **October 2020 – Report:** *Report on a Two-Day Study Visit at the General Administration Division of KNUST*
11. **September 2020 – Proposal:** *Improving Security in the University – the Critical Factors to Consider*
12. **August 2020- Proposal:** *Measures to Strengthen Internal Mechanisms for Dispute Resolution*
13. **January 2020 – Proposal:** *Management of Fuel in the University*
14. **November 2019 – Position paper:** *Report on the Arrest of Campus Security Guard at Dormaa Ahenkro Campus*
15. **October 2019 – Report:** *End of Year Report on the Operations of the General Administration Division – Progress, Challenges & Recommendations*
16. **May 2019 - Position Paper:** *Promotion Issues of Junior Staff*
17. **March 2019 - Proposal:** *Constitution of Statutory Committees*
18. **December 2018 – Position paper:** *The New Policy on Promotion of Junior/Senior Staff – some perceived challenges and implications*
19. **July 2018 – Proposal:** *Some Identified Problems with the Transport Unit*
20. **July 2018 – Proposal:** *Annual Exit Seminar for National Service Personnel*
21. **June 2017 – Proposal:** *Re-organizing and Increasing Capacity at the Human Resources Division for Efficiency*

22. **June 2017 – Proposal:** *Implementing Performance Management System for Staff*
23. **March 2017 – Proposal:** *Review of Policy on Part-time Lectureship in the University*
24. **January 2017 – Proposal:** *The need for regulatory policy on the scramble for higher certificates among the Senior Staff of UENR*
25. **February 2016 – Proposal:** *Maximizing Institutional Benefits from staff training programmes*
26. **February 2016 – Proposal:** *The establishment of staff succession plan*
27. **September 2015 – Proposal:** *Performance assessment of Senior Members (Administrative and Professional)*
28. **September 2015 – Position paper:** *Defense for use of discretionary powers by the Vice-Chancellor in granting study leave with pay*
29. **September 2015 – Position paper:** *Justification for Retaining Teaching/Research Assistants on the University's payroll*
30. **August 2015 – Position paper:** *Comments on the request for fixed overtime allowance by some staff*
31. **August 2015 – Position paper:** *Comments on request for promotion/upgrade by a staff*
32. **May 2015 – Proposal:** *Criteria for Upgrading of Senior Members (Administrative and Professional)*
33. **March 2015 – Position paper:** *Re: Salary Levels of TEWU and FUSSAG Members*
34. **October 2014 – Proposal:** *Instituting UENR Annual Brong Ahafo Regional Senior High School Quiz Challenge*
35. **September 2014 – Proposal:** *Regularization of Casual Workers' Recruitment and Management*
36. **September 2014 – Proposal:** *Formation of UENR Welfare Scheme Management Board*
37. **September 2014 – Proposal:** *Automation of Human Resource Processes*

38. **August 2014 – Position paper:** *Draft Schedules to UENR Statutes: Some Observations*

39. **March 2014 – Proposal:** *Recruitment of Permanent Staff for Reception of Main Administration Block*

40. **October 2013 – Proposal:** *Report on Understudying at KNUST and Recommendations*

41. **January 2013 – Proposal:** *Matters Involving Discipline Among National Service Persons*

## **COMMITTEE WORK**

I have served on a number of adhoc and statutory committees both within and outside the University, as outlined below:

### **University Committees Served:**

1. **Chairman:** Committee to develop Transfer Policy for staff of Registrar's Offices; June 2021
2. **Convener:** Committee to review the Human Relations section of the Appointments and Promotions Criteria of the University; May 2021
3. **Secretary:** Council-set sub-committee for determining the criteria for establishment of UENR campus, chaired by Prof. R.C. Abaidoo, October 2014.
4. **Secretary:** UENR Welfare Scheme Management Board, chaired by Dr. Dominic Otoo, November 2014 – December 2019.
5. **Secretary:** Disciplinary Committee for some security guards, Chaired by Dr. Simon Abugre, January 2015.
6. **Secretary:** Investigation committee for a Senior Member, chaired by Prof. Adebayo Felix Adekoya; September 2016.
7. **Secretary:** Ghana Association of University Administrators (GAUA), UENR Chapter, February 2017 – June 2018.
8. **Secretary:** Committee to investigate the alleged robbery case at 'Benewaa hostel', chaired by Dr Samuel Gyamfi; November 2017.
9. **Secretary:** Committee to write a proposal to the Senior Minister on "Ghana Beyond Aid", chaired by Prof. Yaw Oforu-Kusi; September 2018.
10. **Secretary:** Appointments and Promotions Policy Review Committee; September 2017.
11. **Secretary:** University Appointments and Promotions Committee, September 2012 – June 2018.
12. **Secretary:** Administration Appointments and Promotions Committee, September 2012 – June 2018.



13. **Secretary:** Inter-school Appointments and Promotions Committee, January 2013 – July 2016.
14. **Secretary:** Junior/Senior Staff Appointments and Promotions committee, September 2012 – June 2018.
15. **Secretary:** Research, Scholarships and Conferences Committee, September 2012 – June 2018.
16. **Secretary:** Budgetary and Estimates Committee, July 2018 – July 2021.
17. **Member/Secretary:** Security and Safety Committee; July 2018 – July 2021.
18. **Member/Secretary:** Transport Committee; July 2018 - July 2021
19. **Member/Secretary:** Management Board for Greena FM; March 2021
20. **Secretary:** Health and Sanitation Committee; July 2018 – July 2021
21. **Secretary:** Housing, Estate and Residential Committee; July 2018 – July 2021.
22. **Secretary:** Standing and Finance Committee; July 2018 – July 2021
23. **Secretary:** Welfare Services Board; July 2018 – July 2021
24. **Secretary:** GUSSS Management Board; July 2018 – July 2021
25. **Secretary:** Development Committee; July 2018 – July 2021
26. **Recorder:** Governing Council of the University; 2019 - 2020
27. **Member:** Committee for Development of UENR Welfare Scheme Constitution; June 2013.
28. **Member:** Committee of Senior/Assistant Registrars for the Development of Criteria for Accelerated Promotion of Senior Members; April 2016.
29. **Member:** University Academic Board; August 2016 – July 2018; and August 2018 – March, 2021
30. **Member:** Committee for the Establishment of UENR Basic School; May 2017
31. **Member:** Disciplinary Committee for a Security Guard, chaired by Dr. Nana K. Diawuo; January 2018.
32. **Member:** Joint Committee for the Establishment of a Teaching Hospital/Medical School; April 2018.
33. **Member:** Investigative Committee for a Junior Member, chaired by Dr. Simon Abugre; December 2018.
34. **Member:** Tender Opening and Evaluation Committee for the procurement of a 15-seater mini bus; December 2018.
35. **Member:** Organising Committee for Hosting GUSA Cross Country; January, 2019
36. **Member:** Strategic Plan Implementation Committee; April 2019 – date
37. **Member:** Administrative Manual and Registrar's Office Strategic Plan Committee; February 2020 - date
38. **Member:** Executive Committee; October 2020 – date
39. **Member:** Disciplinary Committee for Some Senior Staff, chaired by Prof. K.M. Kuwornu; October 2020
40. **Member:** Council Sub-committee to Finalise the Statutes; May 2020
41. **Member:** Cafeteria Management Committee; January 2021 – July 2021
42. **Member:** UENR Covid-19 Response Committee; January 2021 - date
43. **Member:** 9<sup>th</sup> Matriculation Planning Committee; February 2021

44. **Member:** Committee to Proofread the Appointments and Promotions Document; February 2021
45. **Member:** Books and Publications Committee; August 2021
46. **Member:** The 10<sup>th</sup> Anniversary Planning Committee of UENR; September 2021
47. **Member:** Public Lecture Committee; October 2021
48. **Member:** The 9<sup>th</sup> Congregation Planning Committee; November 2021
49. **Member:** UNOOSA International Conference planning Committee; January 2022
50. **Member:** The 10<sup>th</sup> Matriculation Planning Committee; March 2022

#### **National Committees Served:**

1. **Member:** Committee of Human Resource Directors of Public Universities of Ghana charged by Vice-Chancellors Ghana (VCG) to review Scheme of Service of Junior Staff of Public Universities; November 13-15, 2014 at Continental Hotel, Akosombo, E/R.
2. **Member:** Committee of Human Resource Directors of Public Universities of Ghana requested by VCG to review Scheme of Service of Senior Staff of Public Universities; July 15-18, 2015 at SMAYAK Hotel, Apam Junction, C/R.
3. **Member:** Committee of Human Resource Directors of Public Universities of Ghana tasked by VCG to consider and recommend a befitting name for the Hall Porters and conclude the review of Scheme of Service; December 10-12, 2015 at KNUST, Kumasi.
4. **Member:** Committee of Human Resource Directors of Public Universities of Ghana charged by VCG to review the Conditions of Service of Junior/Senior Staff of the Public Universities of Ghana; March 7 & 21, 2018 at VCG Secretariat, Accra & KNUST, Kumasi, respectively.
5. **Member:** National Executive Committee (NEC) of Ghana Association of University Administrators (GAUA); February 2017 – June 2018.

#### **REFEREES**

Prof. Daniel Obeng-Ofori

Vice-Chancellor

Catholic Univ. College of Ghana, Fiapre

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Mobile No. 0544352881/0502960562

Mr. Andrews K. Boateng

Registrar

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