

## DAVID TWUMASI-ANKRAH

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Office of the Registrar, Box 214 UENR, Sunyani

+23320888920

Administration | Innovation | Personnel and Resources Management | Analysis | Research

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### EDUCATION

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Aug. 2019 – Nov. 2021      Kwame Nkrumah University of Science and Technology  
PMB University Post Office  
Kumasi  
[registrar@knust.edu.gh](mailto:registrar@knust.edu.gh)

#### **MPhil Educational Innovations and Leadership Science**

*Dissertation:* Innovative Education for Employment: The perspective of the University; Industry and the Graduate

Aug. 2013 – Jun. 2015      Kwame Nkrumah University of Science and Technology  
PMB University Post Office  
Kumasi  
[registrar@knust.edu.gh](mailto:registrar@knust.edu.gh)

#### **Commonwealth Executive Master of Public Administration**

*Dissertation:* Assessing the Impact of Training and Development on Employee Performance in the Tertiary Education Sector of Ghana: A Case Study of UENR

Aug. 2011 – Jun. 2011      Kwame Nkrumah University of Science and Technology  
PMB University Post Office  
Kumasi  
[registrar@knust.edu.gh](mailto:registrar@knust.edu.gh)

#### **BA Geography and Rural Development (Minor: Sociology)**

*Dissertation:* The Effect of Buruli Ulcer on Community Development: A Case Study of Agroyesum in the Amansie West District

Sep. 2002 – Jun. 2005      Christ the King Catholic Senior High School  
6939+GR3 Akaporiso, Obuasi  
+233547774357

#### **General Arts (Senior Schools Certificate Examination)**

### PROFESSIONAL QUALIFICATION

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2019 – 2021      Institute of Public Relations  
Ghana Local Government Secretariat  
[Ipgrghana2@gmail.com](mailto:Ipgrghana2@gmail.com)

## MANAGERIAL AND ADMINISTRATIVE EXPERIENCE

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Aug. 2021 – Date

University of Energy and Natural Resources (UENR)  
Sunyani – Ghana  
[info@uenr.edu.gh](mailto:info@uenr.edu.gh)

### **Ag Head, General Administration**

- Established a welfare scheme for the transport unit and supervised the election of its maiden executives
- Developed a Constitution for the management of the driver's welfare scheme
- Facilitated food handlers' certificate for the staff of the university cafeteria
- Organized training workshops for the security in collaboration with the Human Resource Division
- Developed a comprehensive strategy on capacity building, customer services, resource management and governance and leadership for the achievement of the Vice Chancellor's vision

Sep. 2020 – Aug. 2021

University of Energy and Natural Resources (UENR)  
Sunyani – Ghana  
[info@uenr.edu.gh](mailto:info@uenr.edu.gh)

### **Ag Head, University Relations Office**

- Restructured the URO's office into the following units (a) Protocol, Events and Media Relations (b) Publications and Documentations (c) Web and Social Media management
- Proposed and supervised the recruitment of the following staff (a) Web Designer (b) Graphic Designer (c) Photo and Videographer (d) Social Media Manager
- Proposed and supervised the mounting of four Billboards at vantage points in the Bono, Ahafo and Bono East Regions
- Designed and executed extensive admissions outreach program which ensured an increase in student numbers
- Initiated weekly news bulletins christened "UENR THIS WEEK"
- Introduced a uniform letterhead for all the departments and Units in the University

Jun. 2016 – Sep. 2020

University of Energy and Natural Resources (UENR)  
Sunyani – Ghana  
[info@uenr.edu.gh](mailto:info@uenr.edu.gh)

### **Graduate School Secretary**

- Developed the following after drawing lessons from the KNUST: (a) Established the filing and documentation system of the Graduate School (b) Developed a database for all external assessors (c) Developed the Graduate School's thesis

defence processes and procedures (d) Organized extensive outreach programs to increase the enrolment of graduate students  
-Organized workshops for postgraduate lecturers and students

Feb. 2019 – Date

University of Energy and Natural Resources (UENR)  
Sunyani – Ghana  
[info@uenr.edu.gh](mailto:info@uenr.edu.gh)

**Member, Sunyani West District Scholarship Review Committee**

-Interview and recommend applicants for the Government of Ghana scholarship

Mar. 2019 – Sep. 2021

University of Energy and Natural Resources (UENR)  
Sunyani – Ghana  
[info@uenr.edu.gh](mailto:info@uenr.edu.gh)

**Chairman, Registrar’s Office Welfare Scheme**

-Organized a four-day working experience trip to KNUST with support from KNUST Registrar’s office and DATA Bank  
-Organized the fifirst-everwards and dinner night for deserving staff  
-Organized a two-day training workshop for members in the following areas: (a) The University Statutes in Perspective (b) Becoming a World Class University Administrator (c) Financial Management in a University and Personal Financial Management (d) Legal viewpoint on Marriage, Domestic Violence and Divorce, and Land Acquisition Law  
-Basic Security Tips on: Burglary, Surveillance, Kidnapping, Status of Security in the Region, Security Installations, Basic Defense Strategies etc.  
-Domestic Fire Outbreak: Possible Causes, Possible Prevention, Possible Management

Feb. 2013 – Aug. 2021

University of Energy and Natural Resources (UENR)  
Sunyani – Ghana  
[info@uenr.edu.gh](mailto:info@uenr.edu.gh)

**Radio Manager – Greena FM**

-Initiated the process of having a radio station on campus  
-Facilitated the acquisition of the radio’s operational license from the NCA  
-Facilitated the setting up of the radio with state-of-the-art equipment  
-Recommended and supervised the recruitment of staff for the radio  
-Automated the entrance of the radio through sponsorship from Data Bank  
-Facilitated an affiliation package with Citi FM in Accra.  
-Supervised the live broadcast of all university traditional functions such as matriculation, congregation, and some public lectures through outside broadcast technology

Aug. 2011 – Jul. 2012

Kwame Nkrumah University of Science and Technology  
PMB University Post Office  
Kumasi  
[registrar@knust.edu.gh](mailto:registrar@knust.edu.gh)

**Personal Assistant to the Dean of Students (NSS)**

- Supported the Dean in strengthening the relationship between students and management
- Supported the Dean in the introduction of biometric registration of students as a coordinator
- Facilitated a dialogue between students leadership, especially between University Hall (Katanga) and Unity Hall which led to the creation of “Peace Junction”.
- Contributed to the introduction of the Vodafone sim card for all students to aid communication
- Contributed to the expansion of the Deans office to include the Immigration office
- Supported in the peaceful organization of student elections during the period
- Performed other administrative responsibilities such as receiving and dispatching of correspondences, minutes, memos and proposals etc.

**OTHER LEADERSHIP POSITIONS**

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2019 – 2021	Chairman, Registrar’s Offices Welfare Scheme
2019 – 2022	Electoral Commissioner, GAUA
2013 – 2021	Manager, Greena FM
2010/2011	Vice President of the University Hall (Katanga)
2010/2011	Chairman, Welfare Committee, University Hall (Katanga)
2010/2011	Chairman of the 48 <sup>th</sup> Hall Festival Celebration
2010/2011	Member, SRC Welfare Committee
2009/2010	Deputy Sanitation Chairman, University Hall (Katanga)
2008/2009	Coordinator, Christ the King Senior High School’s Maiden Homecoming

**SPONSORSHIPS FACILITATED**

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Facilitated the following sponsorships for the organization of the 5<sup>th</sup> UNOOSA Conference held on 10<sup>th</sup> to 14<sup>th</sup> May 2022 in Accra by the University

- i. Ghana Oil Company Limited (GOIL)
  - ii. Good Cause Foundation of National Lotteries Authority
  - iii. Prudential Bank PLC
  - iv. Vodafone Ghana
2. The following are sponsorships facilitated for the celebration of the Annual STEM Festival
- i. Fan milk PLC
  - ii. Kasapreko Ghana Ltd (Awake Mineral Water)
  - iii. Yedent Ghana Ltd
3. Facilitated a sponsorship for Prof Elvis Asare-Bediako’s Investiture
- i. Ghana Oil Company Limited (GOIL)

## CONFERENCES

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1. 2022, Organizer and Moderator, Maiden Administrators Conference, Bonso and Ahafo Region
2. 2022, Organizer, United Nations Organization of Outer Space Affairs 1 Conference
3. 2021, Moderator, Workshop on E-Mobility for Sub-Sahara Africa – Sustainability thought through the Lifecycle
4. 2019, Moderator, 2<sup>nd</sup> International Conference on Engineering, Applied Sciences and System Modeling
5. Leader/Facilitator, A 4-Day Workshop for Registrar’s Offices Staff at KNUST
6. 2019, Resource Person. Workshop on Writing Good Minutes and Memos for Administrators at Catholic University College
7. 2018, Resource Person. Workshop on Team Building, Writing Good Memo, Reports and Minutes
8. 2017 Moderator, International Conference on Climate Change and Sustainable Development in Africa (UENR)
9. 2017 Workshop on Earth Observation Technology (UENR)
10. 2016 KNUST Summer School
11. On the Job Training at KNUST Graduate School
12. National Communication Authority Stakeholders Workshop
13. World GIS Day Celebrations, UENR
14. Technology without Borders, UENR
15. Organization for Women in Sustainable Development, UENR chapter
16. Hydropower Conference, UENR
17. Facilitator, Leadership Seminar for UENR Leadership for 2015/16
18. Enactus Exposition 2014 at Mensvic Grand Hotel, Accra
19. Team Building Retreat for moving forward, UENR
20. Leadership seminar for students in leadership for 2012/13 academic year as organized by the Dean of Students and the Vice Chancellor’s Offices, UENR
21. KNUST 60<sup>th</sup> anniversary celebration youth leadership forum.
22. Founders Day lecture at the conference room of the Great Hall KNUST with former presidents H.E. Horst Kohler, Thabo Mbeki and John Agyekum Kuffour.
23. Dr. R.P. Baffour lecture at the Great Hall KNUST by His Eminence Cardinal Peter Appiah Turkson.
24. Financial budget preparation workshop for leaders of the SRC, KNUST.
25. 5 of days Physical, intelligence and disciplinary training with 4BN, Kumasi as organized by the University Hall Cadet.

## COMMITTEES

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### **1. Statutory Committees – UENR 2021 to date:**

- i. Welfare Services Board – Secretary
- ii. Finance Committee – Secretary
- iii. Development Committee – Secretary
- iv. Budgetary Committee – Secretary
- v. Transport Committee – Member/Secretary
- vi. GUSSS Committee – Secretary
- vii. Health and Sanitation Committee – Secretary
- viii. Security and Safety Committee – Secretary
- ix. Housing, Estate and Residential Committee – Secretary

## **2. Adhoc Committees:**

- i. Member, 5<sup>th</sup> UNOOSA Planning Committee
- ii. Member, UENR @ 10 Anniversary Committee
- iii. Member, 2021 STEM Festival
- iv. Cafeteria Management Board – Member
- v. Member/Secretary, Kenyasi Campus Development Committee
- vi. Member, Send-off for Prof Harrison Kwame Dapaah, former Vice-Chancellor, UENR (2020)
- vii. Member, Investiture Committee for Prof Elvis Asare-Bediako, Vice-Chancellor, UENR (2020)
- viii. Member, Matriculation Congregation Committee, UENR (2012 – 2022)
- ix. Member, Congregation Planning Committee, UENR (2016 – 2020)
- x. Secretary, Graduate School Board, UENR (2016 – 2019)
- xi. Secretary, Statutes Review Committee, UENR (2018)
- xii. Secretary, Joint Working Committee for the Establishment of a Teaching Hospital/Medical School, UENR (2018 – date)
- xiii. Member, Health and Sanitation Committee, UENR
- xiv. Member/Secretary, School Fees Fixing Committee, UENR (2012 to 2020)
- xv. Team leader for 2016/17 postgraduate outreach programmes, UENR
- xvi. Member, Committee for Inauguration/ Investiture ceremony, UENR (2012)
- xvii. Committee for OWSD, ad hoc member, UENR (2013)
- xviii. Greena FM management Committee, UENR (2013 to 2021)
- xix. UWS Constitution Drafting Committee, UENR (2015)
- xx. Education Development Committee, St. Peters Catholic Church (Chair) (2013 – 2015)
- xxi. Pastoral Council Committee, St. Peters Catholic Church (2013 – 2015)

## **1. National Committees:**

- i. Government of Ghana Scholarship Review Committee, Sunyani West (2018 to Date)
- ii. LOC Member, 5<sup>th</sup> UNOOSA International Conference (2022)

## **PUBLICATIONS**

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- 1. Twumasi-Ankrah, D.,** Siabi, E. & Acheampong, M. (2021). Building a World Class University: The Role of a University Administrator.
- 2. Agyei-Ohemeng, J. & Twumasi-Ankrah, D.** (2019). **Monitoring Water bound diseases in communities with WATSAN committees in Brong Ahafo Region, Ghana.**
- 3. Twumasi-Ankrah, D.** (2018). Engaging Postgraduate Students as Research and Teaching Assistants: Mutually Beneficial.
- 4. Twumasi-Ankrah, D.** (2018). Accessing the Impact of Training and Development on Employee Performance in The Tertiary Education Sector of Ghana (A Case Study of UENR).
- 5. Twumasi-Ankrah, D. (under review)** “Innovative Education for Employment: The Perspective of the University; Industry; and the Graduate”

## **MEMORANDA, PAPERS AND REPORTS**

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1. **Twumasi-Ankrah, D. 2022**, Kyei-Mensah, B., Annan, J. Aptitude Test: An Assessment Tool for Interview Selection
2. **Twumasi-Ankrah, D. 2021**, Adede Mensah G. Conversion of The Library Block into Administration Block and Putting up a New IT and Library Complex
3. **Twumasi-Ankrah, D. 2021.**, Urgent Needs of the Cafeteria
4. **Twumasi-Ankrah, D. 2021** Exploring Sustainable and Flexible Shuttle Service: Dormaa Campus
5. **Twumasi-Ankrah, D. 2021.**, Kyereh-Yeboah, A: Modalities for Stakeholder Engagements
6. **Twumasi-Ankrah, D., et al 2021** UENR AT 10 Celebration
7. **Twumasi-Ankrah, D. 2021** Strategies of the General Administration to Achieve the Vice-Chancellor's Vision 2020 - 2024
8. **Twumasi-Ankrah, D. 2019.** Concept Paper on Establishment of Medical School.
9. **Twumasi-Ankrah, D. 2019.** Instituting Special Congregation
10. **Twumasi-Ankrah, D. 2019.**, Kwadwo Aidoo C., Abeam Takyi D., Reservations on the Proposed Criteria of Appointment for Senior Members (Non-Teaching)
11. **Twumasi-Ankrah, D. 2019.** Report on A Two Day Working and Familiarization Visit of the Registrar at University of Health and Allied Sciences, UHAS - HO
12. **Twumasi-Ankrah, D.**, Boakye-Egyin K and Opoku-Mensah A, 2019. Improving Financial Controls at the Graduate Studies
13. Nana Nketiah, P. and **Twumasi-Ankrah D.** 2017 Growing the Endowment Fund
14. Nana Nketiah, P and **Twumasi-Ankrah D.** 2017 Establishment of University Halls of Residence
15. **Twumasi-Ankrah, D.** 2017 Innovative Approaches to Students Admissions.
16. **Twumasi-Ankrah, D.** 2017 Establishment of Students Academic Clinic to help Average Students
17. **Twumasi-Ankrah, D.** 2016 Establishment of A Business Incubator to Harness Entrepreneurial Ideas of Students in UENR
18. **Twumasi-Ankrah, D.** 2016 Student Work and Study Program
19. **Twumasi-Ankrah, D.** 2015 Continuous Training for Deans and Heads of Departments

## **POLICIES SUBMITTED FOR CONSIDERATION**

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1. Communication Policy
2. Academic Field Trip Policy
3. Travel Policy
4. Transfer Policy
5. Transport (Fleet) Management Policy

## **ACTIVITIES OF INTEREST**

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1. I enjoy watching football and playing volleyball
2. I like listening to reggae music
3. I love reading and writing as well

## **SKILLS**

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1. Sponsorship and Negotiation Skills
2. Driving; license (C)
3. Presentation Skills
4. Facilitation and Moderation SKILLS

5. Leadership and managerial Skills
6. IT; Microsoft Suit and internet accessibility
7. Ability to work under pressure with little or no supervision
8. Very creative, Strategic and innovative
9. Organizational Skills

## **REFERENCES**

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1. Mr. A.K. Boateng  
Position: Registrar, KNUST  
Telephone: 0208186147  
E-mail: [andboat100@yahoo.com/registrar@knust.edu.gh](mailto:andboat100@yahoo.com/registrar@knust.edu.gh)
2. Prof. JKM Kuwornu  
Ag. Pro Vice-Chancellor and Dean, School of Graduate Studies, UENR  
Telephone: 0245131807  
E-mail: [john.kuwornu@uenr.edu.gh](mailto:john.kuwornu@uenr.edu.gh)
3. Prof. Kofi Ohene Owusu-Daaku  
Position: Director, MasterCard Foundation, KNUST  
Former Dean of Students, KNUST  
Telephone: 0205637545  
E-mail: [kofiheneram@yahoo.com](mailto:kofiheneram@yahoo.com)
4. Mr. Solomon Panford, APR., Esq.  
Position: Registrar, UENR  
Telephone: 0501349083  
E-mail: [registrar@uenr.edu.gh](mailto:registrar@uenr.edu.gh)