

## **CURRICULUM VITAE**

### **1. Personal Information**

Name	Prince Awuah
Date of Birth	June 20, 1983
Nationality	Ghanaian
Sex	Male
Place of Birth	Sunyani
Language Spoken	English and Twi
Marital Status	Married
Address	Box 214 UENR, Sunyani

**Email:** [princeawuah29@gmail.com](mailto:princeawuah29@gmail.com); prince.awuah@uenr.edu.gh

**Mobile:** +233-243648168; +233-200652967

### **2. Academic Degrees Earned with Dates**

<b>Date</b>	<b>Qualification</b>
2014 – 2015	M. A (Human Resource Management)
2008 – 2012	Bed. Social Science
2003 – 2006	Teacher Certificate 'A'
2000 – 2002	SSSCE Certificate

### **3. Institution attended with dates**

2014 – 2015	UCC, Cape Coast
2008 – 2012	UEW, Winneba
2003 – 2006	Berekum College of Education, Berekum
2000 – 2002	Sunyani Senior High, Sunyani

### **4. UNIVERSITY ADMINISTRATIVE/PROFESSIONAL EXPERIENCE**

<b>Date</b>	<b>Position</b>	<b>Organization</b>
November 2020 to Date	Graduate School Secretary	UENR
July 2018 to November 2020	Assistant Registrar, OVC	UENR
July 2016 to June 2018	Junior Assistant Registrar, OVC	UENR

### **5. Previous Position held with dates**

Sept.–Nov. 2012	Teaching	Mansen Senior High, Wamfie, Dormaa East District
2011 – 2012	Intern (Teaching)	Sunyani Senior High, Sunyani
June – August 2011	Attachment	GCB, Berekum
2006 – 2008	Teaching	GES, Yawsea M/A Primary, Sunyani Municipal
2005 – 2006	Teaching Practice,	GES, D/C Primary, Drobo

## **6. Leadership**

GAUA Secretary	University of Energy and Natural Resources, Sunyani
GAUA Organising Secretary	University of Energy and Natural Resources, Sunyani
FUSSAG local Chairman	University of Energy and Natural Resources, Sunyani
FUSSAG local 1 <sup>st</sup> Vice Chair	University of Energy and Natural Resources, Sunyani
Financial Secretary	BETCOSA – University of Education, Winneba
Sports Master	Yawsea M/A Primary, Sunyani Municipal
Hall Financial Secretary	Berekum Training College, Berekum

## **7. Professional Membership and Association**

March, 2022 to Date	Associate Member, Chartered Institute of Human Resource Management, (CIHRM)
July, 2016 to Date	Member/Secretary, Ghana University Administrators Association, GAUA
November 2012 to Date	Member, Registrar's Offices Welfare Scheme (ROWS)

## 8. Committees Served and Serving

- October, 2021 **Secretary**, Fee Fixing Committee
- July, 2021 **Electoral Official**, Election of Convocation Representatives on the University Council
- July, 2021 **Member/Secretary**, Committee to look at Graduate School IT challenges
- June, 2021 **Member**, Board of International Relations Office
- June, 2021 **Member/Secretary**, Committee to evaluate MSc. and PhD Environmental Engineering Management
- Nov. 2020 - Date **Secretary**, Graduate School Board
- Nov. 2019 – Date Appointment as a Mentor, Capacity, Mentoring and Career Development programme
- May, 2019 **Member**, ROWS Award and Dinner Committee
- July, 2017 **Member**, Local Organising Committee for Staff Fun Games, UENR
- August, 2016 – Nov. 2020 **Secretary**, University Management Committee, UENR
- October, 2016 **Member**, Committee to Investigate Alleged Robbery
- April, 2015 – Date **Member**, Sports Management Committee, UENR
- May, 2014 – Date **Member**, Security Services Management Committee, UENR

## **9. Conferences/Seminars/Workshop**

- A 2-Day Workshop on the Role of contemporary Administrator in managing emerging higher education issues and Unionism and the Labour law. February, 2022
- A 4-Day Workshop for Registrar's Offices Staff at KNUST, June 2019
- 2018 Higher Education Conference in Ghana. 5<sup>th</sup>-6<sup>th</sup> April, 2018, ISSER Conference Hall, University of Ghana, Legon, Accra.
- Education on Procurement Issues and the New Performance Management System, October 24, 2017, UENR, Sunyani.
- Continuous Professional Development (CPD) Workshop series on "Modern Trends in University Administration and Management". April 21, 2017, KNUST, Kumasi.
- Workshop for Senior Members on Things to know about Tertiary Education. UENR, Sunyani.
- On the Job Training at KNUST Vice Chancellor's Office
- Managing Human Resource of the Trade Union. April 28, 2015, Windy Lodge, Winneba
- Compensation Seminar. April 8, 2015, TUC Conference Room, Accra

## **10. Skills/Abilities**

- Computer literate with working knowledge in Microsoft, Excel and Power point
- High level of commitment to duty
- Ability to work in high pressure environment
- Ability to adapt easily to any situation
- Very analytical and objective
- Team player, very tolerant and dedicated to duties
- Ability to work without close supervision

## **Manuscript Published**

Anane K.G, **Awuah, P. 2022**, Dumenu, Y.C and Ofori-Badu, E.

Academic Staff Transition into University Leadership Roles in a Ghanaian Public University. Ghana Journal of Higher Education Management (Volume 8, pp 1-13, July 2022 Print ISSN: 0855-6156)

## **11. Memoranda, Papers and Reports**

1. **Awuah, P. 2021**, Ofori, M. Sarfo Boateng, A. Addressing the Issue of Parking Space for Staff, Students and Visitors of UENR.
2. **Awuah, P. 2021**, Adoma Boateng, E. The Establishment of UENR Graduate Editorial Office.
3. **Awuah, P. 2021**, Proposed Review of Graduate Teaching, Supervision and Internal Examination Allowances.
4. **Awuah, P. 2021**, Antoa Mensah, B. Financing Infrastructure Project from the Sale of Admission Forms at UENR.
5. **Awuah, P. 2018**, Armoh E.K. A Second Look at the Break Period Between 12:00pm – 1:00pm on the University Academic Time Table to Make Room for Extra Contact Hours.
6. **Awuah, P. 2018**, The Dilemma of National Service Personnel at UENR.
7. **Awuah, P. 2017**, Proposal on Employee Turnover at UENR
8. **Awuah, P. 2016**, Report on a Visit to KNUST, Kumasi for Understudy at the Vice Chancellor's Office.
9. **Awuah, P. 2018**, Vice Chancellor's Report to Council.

## **12. Hobbies**

Football, listening to Music and Reading

## **REFEREES**

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