



Curriculum Vitae

John Kwasi Annan, PhD, ChPA, CMC

Info

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PERSONAL ATTRIBUTES

Personally, I see myself as having been endowed with certain attributes that would enhance my output:

- Strong human relations and interpersonal as well as written communication skills;
- Effective negotiator, fund-raiser, partnerships builder;
- Achievement-oriented, dedicated, diligent, affable, empathetic;
- Good sense of humour, high morale, pleasant personality, highly motivated, confident, assertive, principled, hardworking, forward-looking and honest;
- Knowledgeable in University Administration and Governance;

I believe strongly in the words of Henry van Dyke who writes that “every task, however simple, sets the soul that does it free; every deed of love and mercy that is shown to man is shown to God” (**Ref: Colossians 3:23**).

EDUCATIONAL BACKGROUND

Formal Education

Degree: PhD in Leadership, August 2021
School: Yemyung Graduate University, Seoul, South Korea
Course: Leadership

Study Areas

- Global Leadership
- Humanities on Leadership
- Business Big Data Analysis
- Coaching in Organization
- Self-Initiative Leadership and Philosophical Comments

Degree: Master of Education, August 2013
School: University of Education, Winneba
Course: Educational Administration and Management

Study Areas

- Human Resources Development in Education
- Educational Policy Analysis
- Community Leadership and Educational Administration
- Economics of Education and Educational Financing
- School Mapping, Plant Planning and Management
- Curriculum Development and Assessment

Degree: Master of Philosophy, (**In progress**)
School: University of Education, Winneba
Course: Educational Leadership

Study Areas

- Human Resources Development
- Educational Policy Studies
- Theories of Educational Leadership
- Economics of Education and Educational Financing
- School Mapping, Plant Planning and Management
- Curriculum Development
- Curriculum Implementation
- Curriculum Evaluation

Degree: BBA, May 2011
School: Christian Service University College, Kumasi
Course: Bachelor of Business Administration (Banking and Finance)

Study Areas

- Human Resource Management

- Office Administration
- International Business
- Project Management
- International Finance and Banking

Degree: Diploma in Basic Education, July 2010
School: University of Education, Winneba
Course: Basic Education

Degree: Teacher's Certificate 'A', August 2006
School: Ofinso College of Education, Offinso

Degree: SSSCE (General Science), Dec. 1999
School: Presby Senior Sec. Sch., Mampong Akwapim

EMPLOYMENT RECORDS

Employer: University of Energy and Natural Resources, Sunyani, -- January, 2023-
Present

Job Title: Assistant Registrar, Human Resources Division (Full-Time)

Key Responsibilities:

- In charge of Senior and Junior Staff
- Manage staff within the office
- Provide general assistance to the Head of HRD
- Process applications for appointment and promotions of Senior and Junior Staff
- Compile staff confidential reports and updates
- Secretary to Appointments and Promotions for Senior and Junior Staff Committee
- Monitor and enforce compliance with university policies regarding Senior and Junior Staff.

Employer: University of Energy and Natural Resources, Sunyani, -- January, 2021-
2023

Job Title: Junior Assistant Registrar, Human Resources Division (Full-Time)

Key Responsibilities:

- In charge of Senior and Junior Staff
- Manage staff within the office
- Provide general assistance to the Head of HRD
- Process applications for appointment and promotions of Senior and Junior Staff
- Compile staff confidential reports and update
- Serve as Secretary to Appointments and Promotions for Senior and Junior Staff Committee

- Monitor and enforce compliance with university policies regarding Senior and Junior Staff.

Employer: University of Education, Winneba (ITECPD) January 2023—To Date

Job Title: Lecturer (Part-Time)

Key Responsibilities:

- **Lecturer**-Economics of Education and Educational Financing
- **Lecturer**- Curriculum Development Management
- **Lecturer**- School Mapping and Plant Planning
- **Lecturer**- Approaches to Research in Education
- **Lead**- Administrative Practicum
- Academic Counsellor

Employer: Catholic University of Ghana, Fiapre, Sunyani Sept. 2022—To Date

Job Title: Lecturer (Part-Time)

Key Responsibilities

- Teaching Economics of Education and Educational Financing
- Student Support (Thesis)

Employer: Yemyung Graduate University, Seoul, South Korea Sept. 2018—2019

Job Title: Teaching Assistant (Part-Time)

Key Responsibilities:

- Teaching Coaching and Mentoring in an Organization
- Student Support (Thesis)
- Counselling of Students

Employer: Jilani Company, Jiyoung-Dong, South Korea Sept. 2017—2019

Job Title: Administrative Clerk (Part-Time)

Key Responsibilities

- In charge of Shipment to Africa
- Clerical duties
- Supervising and supporting African workers.

Employer: KNUST, June 2007— Sept., 2017

Job Title: Principal Teacher (Full Time)

Key Responsibilities

- Integrated Science Teacher
- Class Teacher
- Extended Classes Coordinator

- Games and Hobbies Convener
- Music and Worship Committee Member

Employer: Ghana Education Service August 2006—June, 2007

Job Title: Principal Teacher (Full Time)

Key Responsibilities

- Agricultural Science Teacher
- Music Coordinator
- Sport Teacher

SERVICE TO COMMUNITY

- **Member**, Academic Board-UENR, April, 2022 to Date
- **Secretary**, Appointments and Promotions Committee for Senior and Junior Staff (APCSJ) June 2021 to present
- **Secretary**, UENR Medical School Committee, September 2023
- **Member**, University Gender Policy Committee, **February 2024**
- **Quiz Master**, 3CGS Basic and Senior High School Quiz Competition, **February 2024**
- **Judge**, Centre for Students Skills Enhancement’s Creative Arts/Talents Skills Festival, July 2023.
- **External Assessor**, **Yemyung Graduate University, Seoul, South Korea—2023 - Date**
- **Secretary/Member**, Committee to Plan a 2-Day Dialogue on Small Scale Mining. Jan., 2022.
- **Guest Speaker**, Leadership Seminar for UENR SRC Leaders –January, 2023.
- **Member/Secretary**, 10Th Anniversary Staff Awards Committee, February, 2023
- **Member**, Training and Development Sub-Committee, GAUA –December, 2022
- **Guest Speaker**, Leadership Seminar and Handing Over Ceremony, GSTS Alumni Association, UENR –February, 2023.
- **Resource Person**, Training for Janitorial Staff, UENR. June 21-July 2, 2021.
- **Facilitator**, Training for Grounds, Garden and Beautification Staff.
- **Electoral Official**, Election of Members of the Council of Convocation- May, 2022.
- **Electoral Official**, Election of Members of Convocation Representatives on the University Council-August, 2021.
- **Chairman**, Committee to plan Easter Choral fest under the Chaplaincy Unit, April. 2022.
- **Member**, Committee to assess and evaluate the Recruitment Exercise for November, 2020.
- **Founder and Director**, Staff Choir (UENR CHORALE), UENR—November, 2021.

- **Member**, Training and Development Committee, GAUA, 2022
- **Master of Ceremonies**, Inter-Schools Quiz Competition –UENR, 2022.
- **Member**, Dissertation evaluation Committee, YGU, Seoul, 2017—2018
- **Chairman**, Procurement Committee, KNUST JHS Kumasi (2013—2017)
- **Chairman**, Extended Classes Committee, KNUST JHS, 2011—2017
- **Chairman**, Games and Hobbies Committee, KNUST JHS, 2012—2015
- **Director of Music**, Christian Service University College, Kumasi, 2008—2011
- **Member**, Worship and Music Committee, KNUST JHS (2009—2017).

CONFERENCES AND TRAINING WORKSHOPS

Training

- **Participant**, Annual Training for Senior Staff of UENR on “Emotional Intelligence: Diversity and Inclusion”, November 09, 2023 at the Sheila’s Executive Hotel
- **Participant**, A 2-day Training Workshop for Junior Assistant/Assistant Registrars. “Enhancing Staff Continuous Professional Development” 7th and 8th October at the Auditorium.
- **Participant**, A 2-day Workshop for Registrar’s Offices Staff “Becoming a World-Class University Administrator at Tyco, Sunyani. 7th and 8th Sept., 2021.
- **Participant**, Professional Development Webinar Series I, II, III. Theme: “Preparing for Promotion” organized by The Art Department of UEW for Art Teachers Association of Ghana. 17th Nov. to 3rd Dec. 2020.
- **Participant**, 6th KNUST Summer School for Senior Staff on the Theme: Strengthening the linkage amongst Academia, Industry, and Government; (August, 15th – 18th, 2016).
- **Participant**, 4th KNUST Summer School Workshop for Senior Staff on the Theme: Advancing Science and Technology through Effective Communication; (August 18 – 22, 2014). Organized by the Quality Assurance and Planning Unit (Vice-Chancellor’s office).
- **Participant**, Seminar on Business Plan and Proposal Writing, CSUC- Kumasi (October 2010).
- **Participant**, Capacity Building Workshop for KNUST Basic Schools Teachers (August 2010).
- **Participant**, Achieving Better Results Through Teaching Phase II, KNUST (August 2007).

Conference

- **Presenter**, Yemyung Annual Leadership Research Conference, Theme: Charting New Leadership Trajectories. Yemyung Graduate University, Seoul, South Korea. (December, 2019)
- **Presenter**, Yemyung Leadership Research Conference, Theme: Building your Theory. Yemyung Graduate University, Seoul, South Korea. (June 8, 2018)
- **Presenter**, GHASKA Innovation Conference at Hanbat National University, Daejong, South Korea (May 5, 2018)
- **Participant**, World Cultural Festival by JICA in Kansai Osaka, Japan (February 1, 2019).
- **Participant**, Forum for African Students in the Asia, Langfang, Beijing, China. March, 2019.
- **Participant**, 59th Annual General Meeting, Conference, and Workshop of Ghana Association of Science Teachers (GAST). Theme: New Trends in the Teaching and Learning of Science and Technology Education. August 7 – August 11, 2017. Venue: Ola Senior High School, Ho.
- **Participant**, 53rd Annual Conference and Workshop-Ghana Association of Science Teachers. Theme: Science and Technology Education, A Tool for Creating Wealth Out of Waste. August 29 – September, 3rd; 2011. Venue: Bolgatanga Senior High School.
- **Participant**, AIDS Awareness Club Conference at Ofinso (June 2005).

ACHIEVEMENTS

- Founder, University Staff Choir (UENR Chorale), September 2021
- Initiator of Easter Choral fest Program at UENR, 2022

RESEARCH WORK

- Doglikuu, D.BI., **Annan, J.K.**, Asare, S. *et al.* Household food insecurity, family size and their Interactions on depression prevalence among teenage pregnant girls in Ghana, a population based cluster survey. *BMC Women's Health* **23**, 527 (2023). <https://doi.org/10.1186/s12905-023-02674-9>
- **Annan, J. K.**, Back, S. H., & Lim, H. Y. (2023). A Study on Teacher Evaluation System to improve Professional Development among Junior High School Teacher in Ghana. *Journal of Studies in Social Sciences* Volume 22, 2023,15. https://scholar.googleusercontent.com/scholar?q=cache:Jyf7Ro1M1O0J:scholar.google.com/+john+kwasi+annan&hl=en&as_sdt=0,5
- **Annan, J. K.** (2020) “Preparing Globally Competent Teachers: A Paradigm Shift for Teacher

- Ofosu-Anim, D. and **Annan, J. K.** (2018). Free SHS: A Panacea for National Development or Drain on National Purse? <https://www.myjoyonline.com/opinion/2018/december31st/free-shs-a-panacea-for-national-devt-or-drain-onnational-purse.php>.
- **Annan, J. K.** (2013) “The Impact of School Leadership of Headteachers on the Performance of Teachers: A case of Oforikrom Sub-Metro, Kumasi – Ghana” [Unpublished M.Ed thesis]. University of Education, Winneba.

MEMORANDA AND PROPOSALS SUBMITTED FOR MANAGEMENT

CONSIDERATION-UENR

- Proposal for the Fencing of the University Plant Nursery (Aniapam, A. Y., **Annan, J. K.**, Abuaku, E. – March, 2024)
- A Proposal for the Establishment of a University Records Centre (**Annan, JK.**, Mensah, A.G., Amankwah, P. A. – September, 2023)
- Re-Painting UENR Buildings to Improve its Branding and Aesthetic Qualities (**Annan, JK**, Appiah E. –August, 2023)
- Immortalizing the Names of our Heroes, UENR. (**Annan, J. K.**, Kyei-Mensah, B., Irene Asare-Yeboah- February, 2023)
- Enhancing the Scaffolding effect in Learning at the University Basic School: The need for Professional teachers (**Annan, J. K.** & Abigail Cudjoe—January, 2022).
- Staff Retreat: Time for Reflection and Renewal. (**Annan, J. K.** & Obeng, Diana – November, 2021).
- Inclusion of Aptitude Test in the Selection Process. (Twumasi-Ankrah, **Annan, J. K.** & Kyei-Mensah, B. – February, 2022)

PROFESSIONAL BODIES AND AFFILIATION

- Chartered Professional Administrator (ChPA, CMC), CIAMC, (**PIN-2K22-070**).
- Member, Ghana Association of University Administrators, GAUA, UENR Chapter
- Member, Ghana Association of Methodist Church Choirs (GHAMECC)

REFEREES

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