

OFORI-BADU ELIJAH

(Mphil, B.A., LL.B, Dip. Ed, CHRMP)

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PERSONAL DATA:

Date of Birth: 22nd July 1981
Sex: Male
Nationality: Ghanaian
Marital Status: Married

OBJECTIVE

To enter into an environment that provides challenging opportunities for staff and which will utilize and develop my skills as well as enable me to contribute to the attainment of the corporate and departmental mission or goals.

EDUCATIONAL BACKGROUND

September 2019 – August 2022 Greenfield College, Sunyani

- Bachelor of Laws (LL.B)

June 2011 – July 2013 University of Education, Winneba

- Diploma in Education

August 2006 – June 2009 University of Ghana, Legon

- Master of Philosophy; Political Science

August 2001–May 2005 University of Ghana, Legon

- Bachelor of Arts; Political Science with Philosophy

January - June 2001 Kessben Computer Training and Conultancy, Kumasi

- Certificate in Computer Studies; Microsoft Windows, Word, Excel and Pagemaker and Typing

1998 – 2000 Prempeh College, Kumasi

- Senior Secondary School Certificate

PROFESSIONAL BACKGROUND

- October 2021 Chartered Institute of Human Resource Management, Ghana
- Chartered Human Resource Management Practitioner (CHRMP)
- December 2016 Institute of Human Resource Management, Ghana
- Associate Member

ADMINISTRATIVE/PROFESSIONAL EXPERIENCE

September 2022 to Date University of Energy and Natural Resources, Sunyani
Senior Assistant Registrar (Examinations)

- *Examinations*
 - Assist with the process leading to the publication of registered students list for the semester.
 - Liaise with University Examination Officer to obtain stationery, and other materials and funds required for Examinations.
 - Liaise with Office of the Pro Vice-Chancellor to organize pre-examination orientation for chief invigilators and invigilators.
 - Process examination results appeal requests.
 - Issue official transcripts of academic record and certify copies of official academic documents.

September 2018 to Date University of Energy and Natural Resources, Sunyani
Assistant Registrar (Examinations & Industrial Attachment)

- *Examinations*
 - Assist with the process leading to the publication of registered students list for the semester.
 - Liaise with University Examination Officer to obtain stationery, and other materials and funds required for Examinations.
 - Liaise with Office of the Pro Vice-Chancellor to organize pre-examination orientation for chief invigilators and invigilators.
 - Process examination results appeal requests.
 - Issue official transcripts of academic record and certify copies of official academic documents.
- *Industrial Attachment*
 - Develop and maintain networks with industry in relation to placing students on industrial attachment.
 - Compile and update the list of Industrial Attachment Programme host organizations.
 - Assist the Industrial Attachment Coordinator to ensure successful industrial attachment.
 - Suggest, recommend, or propose ideas and systems for improving the industrial attachment programme.

March 2018 to August 2018 University of Health and Allied Sciences, Ho

Junior Assistant Registrar/Vocational Training Coordinator

Primarily responsible for the overseeing the coordination of the Vocational Training Programme in its entirety.

- Supervised the activities of the Programme Coordinators in the various Schools.
- Trained and certified preceptors who will supervise and evaluate students at the clinical site.
- Negotiated with Hospitals and Municipal/District Assemblies on how to the students will be hosted with regard to accommodation and feeding.
- Toured Hospitals to determine their readiness for students' practice in their facilities.
- Developed proposals for advocacy and support from Municipal/District Assemblies and Corporate bodies.
- Sought funding opportunities for the sustainability of the Vocational Training Programme.
- Identified possible training facilities in the Volta Region and beyond for future expansion.
- Prepared annual budget for the Vocational Training Programme.
- Submitted annual report on the Vocational Training Programme.
- Coordinated logistic needed including log books, preceptor's guide books, accommodation, transported, mattresses etc.

December 2016 to February 2018 University of Health and Allied Sciences, Ho

Junior Assistant Registrar (Vocational Training Unit)

- Performed general administrative duties to support the Coordinator of Vocational Training Programme;
- Serviced committees – wrote minutes, reports, and correspondence;
- Collected and analyzed data for preparation of programme and annual reports;
- Ensured the development of the capabilities, skills and knowledge of staff by preparing training plan and coordinating training programmes.

May 2016 to November 2016 Ashanti Regional Coordinating Council, Kumasi

Assistant Human Resource Manager

- Kept and updated staff records.
- Collated Human Resource Management Information System (HRMIS) Report of 30 Metropolitan, Municipal and District Assemblies (MMDAs) in the Region and the Regional Coordinating Council for consolidation.
- Prepared promotion register of the Region and collated supporting documents for submission of request for approval to conduct promotion interviews.
- Collated and prepared human resource related monthly, quarterly and annual reports.
- Identified staff training/learning needs and prepared training plan and facilitated training programmes.
- Coordinated staff performance management system.

November 2012 – May 2016 Offinso North District Assembly, Akomadan

Assistant Human Resource Manager

- Kept and updated staff records.
- Gathered and distributed materials on human resource concepts and policies.
- Collated and prepared human resource related monthly, quarterly and annual reports; prepared training plan and facilitated training programmes.
- Coordinated staff performance management system.

September 2009 – October 2012 Presdel College, Kumasi

Tutor/Teacher (Government and Social Studies, Form 1 - 3)

- Planned, prepared and delivered lessons to students.
- Assigned work, corrected and marked work carried out by students.
- Assessed, recorded and reported on the development, progress, attainment and behaviour of the students.
- Kept and updated students records; provided guidance and advice to students on educational and social matters and on their further education and future careers.
- Ensured the safe custody and optimum use of equipment used during lessons and saw to its regular servicing and maintenance.

September 2007 – May 2009 University of Ghana, Legon

Graduate Assistant

- Handled tutorials in Statistics for Political Research (POLI 403), Regionalism and Ethnicity in Ghanaian Politics (POLI 406), and The Military in Ghanaian Politics since Independence (POLI 318) in the first and second semesters.

November 2005 - July 2006 Mankranso Secondary School, Mankranso

National Service Personnel (Tutor/Teacher - Social Studies and Government, Form 1 and 2)

- Planned, prepared and delivered lessons to students.
- Assigned work, corrected and marked work carried out by students.
- Assessed, recorded and reported on the development, progress, attainment and behaviour of the students.
- Kept and updated students records.
- Provided guidance and advice to students on educational and social matters and on their further education and future careers.
- Ensured the safe custody and optimum use of equipment used during lessons and saw to its regular servicing and maintenance.

CONFERENCES/SEMINARS/WORKSHOPS

31st Aug. 2023 & 1st Sept. 2023 University of Energy and Natural Resources/DAF Foundation

- **Participant**
Intellectual Property Rights Training
(Topics treated: Copyrights, Patents, Reform of Intellectual Property Rights Law)

23rd & 24th June 2022 Ghana Association of University Administrators, UENR Chapter

- **Participant**

Administrators Conference 2022

(Topics treated: Re-visiting University Governance; Operationalising Change Management among Higher Education Institutions; Contemporary Issues in University Management; University Administrators and the Promotion of Knowledge; Appreciation the PFM Regulations 2019 for Financial Prudence, Transparency and Accountability)

7th & 8th October 2021 University of Energy and Natural Resources

- **Participant & Resource Person**

Training Workshop for Junior/Assistant Registrars

(Topics Treated: Channels of Communication and UENR Policy Documents; Conflict Management; Leadership - Effective Communication and Good Human Relations)

7th & 10th September 2021 Registrar's Department–University of Energy and Natural Resources

- **Participant**

Annual Workshop/Training Programme for Administrative Senior and Staff Senior Members of the Registrar's Offices

(The University Statutes in Perspective; Becoming a World Class Administrator; Financial Management in a University and Personal Financial Management; Legal Viewpoint on Marriage, Domestic Violence, Divorce (Family Life) and Land Acquisition)

30th Aug. - 1st Sept. 2019 Kwame Nkrumah University of Science and Technology

- **Participant**

Training Workshop for Senior Members of the Registrar's Offices

(Attitudinal Change for Higher Productivity in University Administration)

18th & 19th July, 2019 Institute of Human Resource Management Practitioners, Ghana, Kumasi Chapter

- **Participant**

Workshop on Making HR a Strategic Business Partner

13th July, 2019 Ghana Association of University Administrators

- **Participant**

Continuous Professional Development Workshop Series and Mini Congress 2019

13th & 14th June, 2019 Registrar's Department – University of Energy and Natural Resources

- **Participant**

Working Visit to Kwame Nkrumah University of Science and Technology

21st November, 2018 Wel International, Accra

- **Participant**

Conference on Solution/Technology to Examination Malpractices in Ghana

5th – 6th April, 2018 Vice-Chancellors Ghana, Accra

- **Participant**

2018 Higher Education Conference in Ghana

6th – 7th December, 2017 Institute of Human Resource Management Practitioners, Ghana,
Kumasi Chapter

- **Participant**

Workshop on Employee Engagement for High Performance: Lessons and Actions from Best Performing Companies

16th – 18th November, 2017 IATED Academy, Valencia (Spain)

- **Participant**

- International Conference of Education, Research and Innovation (ICERI 2107), Seville (Spain)

20th April, 2017, University of Health and Allied Sciences, Ho

- **Participant**

- Professional Development Workshop (Ethics in Service Delivery in Higher Education; Memo, Minutes, Report and Speech Writing Techniques; and the Role of Assistant Registrar in University Administration)

1st February, 2017 University of Health and Allied Sciences, Ho

- **Participant**

- Professional Development Workshop (Responsibilities of University Lecturer; Ethical Values in Service Delivery in Higher Education; Preparing for Teaching and Principles of Assessment)

24th January 2017 University of Health and Allied Sciences, Ho

- **Participant**

- Staff Orientation Programme

26th & 27th October, 2016 Ashanti Regional Coordinating Council

- **Participant**

- Training on Labour Laws of Ghana

21st & 22nd April, 2016 Offinso North District Assembly and Alayei Consult & Investment Limited

- **Participant**

- Training on Human Resource Management & Supervision

13th & 14th April, 2016 Offinso North District Assembly and Alayei Consult & Investment Limited

- **Participant**

- Training on Project Management, Research Methods & Impact Assessment

7th – 8th April, 2016 Offinso Offinso North District Assembly and Alayei Consult & Investment Limited

- **Participant**

- Training on Procurement & Contract Management

27th – 29th January, 2016 Local Government Service Secretariat

Participant

- Training of Trainers (ToT) Workshop in Local Government Service Performance Management System

12th May, 2015 Local Government Service Secretariat

Participant

- Workshop on Performance Management System for Human Resource Managers

26th – 30th January, 2015 Local Government Service Secretariat

Participant

- Workshop for Human Resource Managers and Personnel Officers in Ashanti and Western Region
(Topics treated: Change Management; Competency Based Recruitment and Selection; Service Delivery Standard and Performance Management System; Human Resource Planning; and Job Analysis for Profiling/Description Purposes)

PUBLICATIONS

Anane, G.K., Dumenu Y. C., Ofori-Badu E., and Awuah, P., (2022). *Academic Staff Transition into University Leadership Roles in a Ghanaian Public University*. Ghana Journal of Higher Education Management, Vol. 8, pp 1-13, July 2022

Anane, G.K., Ofori-Badu E., and Asante, K., (2019). *Correlates of “Cut-Off Aggregates” and Academic Performance of Students in a Public University in Ghana*. Ghana Journal of Higher Education Management, 40th Anniversary Edition, Vol. 6, pp 21-34, August 2020

STATUTORY COMMITTEES/BOARDS SERVED AT UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR)

| | | |
|------------------------|---------------|--|
| June 2021 – To Date | Secretary | Industrial Attachment Planning Committee |
| August 2020 - To Date | Member/Sec. | Examinations Audit Committee |
| August 2020 – To Date | Secretary | Students Residence Management Committee |
| Jan. 2020 – Oct. 2021 | Member/Sec. | UENR Basic School Management Board |
| June 2019 – To Date | Member/Sec. | Sports and Recreation Committee |
| April 2019 – To Date | Member | Board of the Dean of Students Office |
| September 2018 to Date | In Attendance | Academic Board |

NON STATUTORY COMMITTEES/BOARDS SERVED AT UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR)

| | | |
|---------------------|------------------|--|
| August 2023 | Member/Secretary | 8 th Congregation Planning Committee |
| April 2022 to date | Member | Committee to Review Memos Written by Administrative Staff |
| January 2022 | Member/Sec. | Committee for Teaching, Learning and Assessment Policy |
| November 2021 | Member | Fact-Finding and Proposal Review Committee (Proposal on the Reorganization of the Academic and Students' Affairs Division at UENR) |
| June 2020 | Member/Sec. | Republic of Korea Proposal Development Team |
| August 2021 | Member | Local Organizing Committee for Ghana Universities Debate Competition |
| July 2021 – To Date | Member/Sec. | 10 th Anniversary Planning Committee |
| March 2022 | Member/Sec. | 10 th Matriculation Planning Committee |
| November 2021 | Member/Sec. | 6 th Congregation Planning Committee |
| June - August 2019 | Member/Sec. | 4 th Congregation Planning Committee |
| April 2021 | Secretary | Committee to Investigate Examination Malpractices for First Semester of 2020/2021 Academic Year |
| September 2021 | Secretary | Committee to Investigate Examination Malpractices for Second Semester of 2020/2021 Academic Year |
| January 2020 | Secretary | Committee to Investigate Examination Malpractices for First Semester of 2019/2020 Academic Year |

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|----------------|-------------|--|
| September 2020 | Secretary | Committee to Investigate Examination Malpractices for Second Semester of 2019/2020 Academic Year |
| September 2020 | Member/Sec. | Committee to Investigate Examination Malpractices for 2017/2018 and 2018/2019 Academic Years |

COMMITTEES/BOARDS SERVED AT UNIVERSITY OF HEALTH AND ALLIED SCIENCES (UHAS)

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|-----------------------|-----------|---|
| Aug. 2017 – Jul. 2018 | Secretary | Directors Meeting |
| Mar. 2017 – Aug. 2018 | Secretary | Vocational Training Committee |
| Jan. 2017 – Aug. 2017 | Secretary | Finance and General Purposes Committee |
| Jan. 2017 – Aug. 2017 | Secretary | Resource Allocation for Academic Purposes |

Skills Computer skills - proficient in the use of Microsoft Office and Statistical Package for the Social Sciences (SPSS); Analytical Skills; Good Interpersonal Relations and Communication Skills

Interests Reading, swimming and visiting tourist sites.

- Referees**
1. Dr. George Kwadwo Anane
Deputy Registrar/Head, Academic and Students Affairs Division
University of Energy and Natural Resources
P. O. Bo 214, Sunyani, Bono Region, Ghana
Tel: +233244917590
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 2. Mr. Francis Dordor
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 - 3 Mr. Robert Odei-Ntow
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