

CURRICULUM VITAE

David Twumasi-Ankrah

Senior Assistant Registrar, University of Energy and Natural Resources, (UENR)

General Administration Division (Registrar's Offices)

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EDUCATION

- Nov. 2021 **MPhil Educational Innovations and Leadership Science**, Kwame Nkrumah University of Science and Technology
- Jun. 2015 **Commonwealth Executive Master of Public Administration**, Kwame Nkrumah University of Science and Technology
- Jun. 2011 **BA Geography and Rural Development (Minor: Sociology)**, Kwame Nkrumah University of Science and Technology
- Jun. 2005 **S.S.S.C.E., Christ the King Catholic Senior High School, Obuasi**

Professional Qualification and Membership

- 2019 Institute of Public Relations (Professional Qualification)
- 2016 Ghana Association of University Administrators (Membership)

UNIVERSITY ADMINISTRATIVE/SERVICES EXPERIENCE

1. Administrative Level Experience

- Aug. 2021 – Date Snr. Assistant Registrar, Ag Head, General Administration,
- Sept. 2012 – June 2016 Snr Administrative Assistant, Registrar's Office
- Aug. 2011 – Aug. 2012 National Service Person, Deans Office, KNUST

2. Students and Faculty Service Level Experience

- June 2016 - Sep. 2020 Graduate School Secretary

3. Community and Media Service Level Experience

- Sep. 2020 – Aug. 2021 Assistant Registrar, Ag Head, University Relations Office
- Feb. 2013 – Aug. 2021 Ag. Manager, University Radio

4. University Committees Level Experience

- i. Welfare Services Board, Secretary
- ii. Finance Committee, Secretary
- iii. Development Committee, Secretary
- iv. Budgetary Committee, Secretary
- v. GUSSS Management Board, Secretary
- vi. Health and Sanitation Committee, Secretary

5. Public Sector Engagements (Funding for University Conferences and Workshops)

1. Facilitated sponsorship from GLICO General Insurance and Forestry Commission, Bono Region for the Launching of the University Research Agenda on 26th April 2023.
2. Secured sponsorship for the maiden Administrators Conference from Kliq Consult and Tyco City Hotel held from 23rd to 24th June 2022.
3. Facilitated the following sponsorships for the organization of the 5th UNOOSA

Conference held on 10th to 14th May 2022 in Accra by the University on behalf of the Government

- i. Ghana Oil Company Limited (GOIL)
 - ii. Good Cause Foundation of National Lotteries Authority
 - iii. Prudential Bank PLC
 - iv. Vodafone Ghana
 - v. Citi FM, Joy FM, GBC/GTV
 - vi. XTRYM Enterprise
4. The following are sponsorships facilitated for the celebration of the Annual STEM Festival
- i. Fan milk PLC
 - ii. Yedent Ghana Ltd
5. Facilitated a sponsorship for Prof Elvis Asare-Bediako's (Vice-Chancellor) Investiture
- i. Ghana Oil Company Limited (GOIL)

National Committees Level Experience

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

Adhoc Committees:

- i. Member, 11th Matriculation Planning Committee
- ii. Member, University Research Agenda (URA) Launching Committee
- iii. Member, 5th UNOOSA Planning Committee
- iv. Member, UENR @ 10 Anniversary Committee
- v. Member, 2021 STEM Festival
- vi. Cafeteria Management Board – Member
- vii. Member/Secretary, Kenyasi Campus Development Committee
- viii. Member, Send-off for Prof Harrison Kwame Dapaah, former Vice-Chancellor, UENR (2020)
- ix. Member, Investiture Committee for Prof Elvis Asare-Bediako, Vice-Chancellor, UENR (2020)
- x. Member, Matriculation Congregation Committee, UENR (2012 – 2022)
- xi. Member, Congregation Planning Committee, UENR (2016 – 2020)
- xii. Secretary, Graduate School Board, UENR (2016 – 2019)
- xiii. Secretary, Statutes Review Committee, UENR (2018)
- xiv. Secretary, Joint Working Committee for the Establishment of a Teaching Hospital/Medical School, UENR (2018 – date)
- xv. Member, Health and Sanitation Committee, UENR
- xvi. Member/Secretary, School Fees Fixing Committee, UENR (2012 to 2020)
- xvii. Team leader for 2016/17 postgraduate outreach programmes, UENR
- xviii. Member, Committee for Inauguration/ Investiture ceremony, UENR (2012)
- xix. Committee for OWSD, ad hoc member, UENR (2013)
- xx. Greena FM management Committee, UENR (2013 to 2021)
- xxi. UWS Constitution Drafting Committee, UENR (2015)
- xxii. Education Development Committee, St. Peters Catholic Church (Chair) (2013 – 2015)
- xxiii. Pastoral Council Committee, St. Peters Catholic Church (2013 – 2015)

CONFERENCES/WORKSHOPS

1. 2024, Participant, Workshop on Contemporary Administrative Practices
2. 2024, Presenter, International Conference on Education, University of Ghana, Legon
3. 2023, Participant, Workshop for Heads of Departments
4. 2022, Organizer and Moderator, Maiden Administrators Conference, Bono, Bono East and Ahafo Region
5. 2022, Organizer, United Nations Organization of Outer Space Affairs International Conference
6. 2021, Convener/Leader. A 2–day workshop for the Staff of Registrar’s Offices
7. 2021, Moderator, Workshop on E-Mobility for Sub-Sahara Africa – Sustainability Thought through the Lifecycle
8. 2019, Moderator, 2nd International Conference on Engineering, Applied Sciences and System Modeling
9. 2019, Convener/Leader, A 4-Day Workshop for Registrar’s Offices Staff at KNUST
10. 2019, Resource Person. Workshop on Writing Good Minutes and Memos for Administrators at Catholic University College

PUBLICATIONS

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

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

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

UNIQUE SELLING SKILLS (USS)

1. Ability to work independently or as part of a team
2. Capacity to handle manifold tasks in a pressured environment
3. Sponsorship and Negotiation
4. Driving; Driver license (C)
5. Excellent Facilitation, Moderating and Presentation Skills
6. Leadership, Managerial and Organizational capacity
7. IT; Microsoft Suit and Internet accessibility
8. Very creative, Strategic and innovative skills

LEADERSHIP EXPERIENCE

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| 1. 2021 – Date | Ag. Head, General Administration, UENR |
| 2. 2019 – 2022 | Electoral Commissioner, GAUA - UENR |
| 3. 2020 – 2021 | Ag. Head, University Relations Office, UENR |
| 4. 2019 – 2021 | Chairman, Registrar’s Offices Welfare Scheme (ROWS) |
| 5. 2016 – 2020 | Graduate School Secretary |
| 6. 2013 – 2021 | Manager, Greena FM (UENR) |
| 7. 2010/2011 | Vice President of the University Hall (Katanga) |
| 8. 2010/2011 | Chairman, Welfare Committee, University Hall (Katanga) |
| 9. 2010/2011 | Chairman of the 48 th Hall Festival Celebration |
| 10. 2010/2011 | Member, SRC Welfare Committee |
| 11. 2009/2010 | Deputy Sanitation Chairman, University Hall (Katanga) |
| 12. 2008/2009 | Chairman, CKCSHS Maiden Homecoming, Obuasi |