

CURRICULUM VITAE
BERNICE KYEI-MENSAH
P. O. BOX 214
SUNYANI, BONO REGION - GHANA
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CAREER OBJECTIVE

To expand my understanding of the theory and accepted practice of management, institutional coordination, efficient records management and the implementation of technology in maintaining accurate record-keeping processes to improve my work performance and contribute to the growth of my organization and my personal development.

PERSONAL INFORMATION

DATE OF BIRTH:	9th July, 1989
SEX:	Female
PLACE OF BIRTH:	Kumasi
CITIZENSHIP:	Ghanaian
LANGUAGE SPOKEN:	English and Twi
MARITAL STATUS:	Married
ADDRESS:	Box KW 36, Kwadaso Kumasi, Ghana
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EDUCATION QUALIFICATION

2016 – 2018

Kwame Nkrumah University of Science and Technology

QUALIFICATION:

Master of Public Administration

RESEARCH WORK:

“Efforts at Increasing Productivity at Public Universities”: The Case of the University of Energy and Natural Resources (UENR), Sunyani

2007 – 2011

Regent University College of Science and Technology

QUALIFICATION:

BSc. Management with Computing

RESEARCH WORK:

“Effective Communication in the Management of Human Resource” A study of Zoomlion Ghana Limited.

PROFESSIONAL QUALIFICATION

2020

Chartered Professional Administrator

Chartered Institute of Administrators and Management Consultants – Ghana

MANAGERIAL AND ADMINISTRATIVE EXPERIENCE

September 2013 to 2024	University of Energy and Natural Resources, Sunyani (UENR)
July 2025 to Date	Assistant Registrar, Centre Registrar – Regional Centre for Energy and Environmental Sustainability, UENR
December 2023 to June 2025	Assistant Registrar, School Registrar – School of Engineering, UENR
March 2022 to September 2023	Assistant Registrar, Office of the Registrar, UENR
March 2020 to March 2022	Junior Assistant Registrar, Office of the Registrar, UENR
September, 2018 to February 2020	Principal Administrative Assistant - UENR
September, 2013 to September 2018	Senior Administrative Assistant - UENR
January, 2013 to August 2013	Administrative Assistant – Internship – Faculty of Forest Resources Technology (FFRT), KNUST, Sunyani Campus
August, 2011 to August, 2012	General Administrative Function (Library) – National Services, (FFRT) KNUST, Sunyani campus.
August, 2009 to May 2010	General Administrative Function (Library) – Regent University College of Science and Technology, Accra.

August, 2008 to September 2008

General Administrative Function
(Finance Department) – Pentecost
University, Accra.

MAIN ACTIVITIES AND RESPONSIBILITIES:

1. July 2025 to date: Assistant Registrar, Centre Registrar – Regional Centre for Energy and Environmental Sustainability

- a) Manage and supervise administrative staff within the Centre;
- b) Provide administrative support services to staff and students at the Centre as well oversight responsibility for all Municipal Services;
- c) Serve as Secretary to statutory and non-statutory committees including but not limited to the following;
 - International Scientific Advisory Board
 - Industrial Advisory Board
 - Centre Management Committee
 - Steering Committee
- d) Maintain and ensure proper records keeping at the Centre as well as submit periodic reports to the Registrar briefing her on administrative issues;
- e) Disseminate and facilitate the implementation of University policies, decisions and regulations;
- f) Liaise with the relevant institutions to get resident permit for foreign student;
- g) Develop proposals and Memoranda for efficient operations of the Centre;
- h) Collate inputs for the University publications and also ensure that appropriate logistics are provided for effective teaching and learning and conduct of examinations within the Centre;
- i) Ensure adherence to and compliance with University policies and Ghana Tertiary Education Commission regulations and directives.

2. December 2023 to June 2025: Assistant Registrar, School Registrar – School of Engineering

- j) Manage and supervise administrative staff within the School;
- k) Provide administrative support services to staff and students in the school as well oversight responsibility for all Municipal Services;
- l) Serve as Secretary to statutory and non-statutory committees including but not limited to the following;
 - School Board
 - School Management Committee
 - School Appointments and Promotions Sub-Committee
- m) Maintain and ensure proper records keeping in the School and in all the Departments as well as submit periodic reports to the Registrar briefing her on administrative issues;
- n) Disseminate decisions of the Academic Board, School Board and other Committees to staff and students within the School and the implementation of same;
- o) Develop proposals and Memoranda for efficient operations of the School;
- p) Collate inputs for the University publications and also ensure that appropriate logistics are provided for effective teaching and learning and conduct of examinations within the School.

3. March 2022 to September 2023: Assistant Registrar (Office of the Registrar)

Same duties performed as a Junior Assistant Registrar

4. March 2020 to March 2022: Junior Assistant Registrar (Office of the Registrar)

- a) Manage and Supervise staff under the office of the Registrar;
- b) Provide general assistance to the Registrar by
 - Covering meetings of the Registrar and Heads of Divisions/Units and other general meetings;

- Taking action on minutes and ensuring the implementation of decisions at committee meetings attended by the Registrar
- c) Serve as a link between the Registrar's Offices and the Vice-Chancellor's Offices;
- d) Assist the Registrar in his role as Secretary to Council
- e) Manage the office assets (e.g. computers, files, furniture, cabinets, etc.) under the control of the office;
- f) Maintain files and correspondences to ensure confidentiality of information and supervise the appropriate dispatch processes;
- g) Manage all communications between the Office of the Registrar and other Schools, Departments and Divisions/Units in the Registrar's Offices;
- h) Draft letters and correspondence for the attention of the Registrar;
- i) Perform any other duties that may be assigned by the Registrar.

5. September 2018 to February 2020: Principal Administrative Assistant - UENR

- a) Keeping calendar for the Office (The Registrar)
- b) Tracking and sending of mails
- c) Working on Council Documents (Minutes and Agenda)
- d) Council Meetings and Schedules (transportation and travel arrangements)
- e) Booking of Hotel accommodations for University guests
- f) Processing of Staff promotional document for external assessment
- g) Organizing meeting between the University and other Institutions
- h) Other errands as directed by Management (VC, Pro VC, Registrar)

6. September 2013 to September 2018: Senior Administrative Assistant - UENR

- a) Typing of Memos and Letters (Internal and External)
- b) Keeping of accurate records and correspondence (Internal and External)
- c) Receive, process and dispatch all letters (Internal and External)
- d) Filing of Letters and Memos in their respective files

- 7. January 2013 to August 2013: Administrative Assistant (Internship) – FFRT, KNUST, Sunyani Campus**
- a) Hold primary responsibility for management and entry of field Data into SPSS and Excel
 - b) Responsible for organization and filing of Field data
 - c) Carry out any other Office responsibilities which include front desk administration and office upkeep.
- 8. August 2011 to August, 2012: General Administrative Function (Library) - National Services - FFRT, KNUST, Sunyani Campus**
- a) I arranged the library for variety of uses by large groups, small groups, and individuals.
 - b) I advocated for an extension of library hours (before and after school, weekends, evenings during examination) which was helpful to students.
- 9. August 2009 to May 2010, General Administrative Function (Library) - Regent University College of Science and Technology, Accra**
- a) Arranged the library for variety of uses by large groups, small groups, and individuals.
- 10. August 2008 to September 2008: General Administrative Function (Finance Directorate) - Internship - Pentecost University College, Accra**
- a) I assisted the Accounts Officer in preparing petty cash using the MS Excel.
 - b) I was in charge of recording incoming and outgoing correspondence.
 - c) I assisted the Account Officer in raising Journal Vouchers for Statutory payment.
 - d) I was introduced to Bank Reconciliation Statement using the FACT Accounting Software.
 - e) I was introduced to writing of cheques and payment voucher.

ADMINISTRATIVE ACHIEVEMENTS:

University of Energy and Natural Resources, Sunyani, Brong Ahafo Region, Ghana.

- a) September 2024 – **Invigilator**, Second Semester Examination, 2023/2024 Academic year.
- b) April 2024 – **Mentor**, mentoring two Senior staff.
- c) March 2024 – **Organizer**, Career Fair for Women in Engineering organized by Women in Engineering (WinE) UENR Chapter and Orica Ghana Limited.
- d) January 2024 – **Organizer**, School level orientation session for freshmen for the School of Engineering.
- e) May 2023 – **Organizer**, Search Committee for the Appointment of Director of Finance, Director of Internal Audit, Director of University Health Services.
- f) April 2023 – **Invigilator** for the First Semester Examination, 2022/2023 Academic Year.
- g) September 2022 – **Invigilator** for the Second Semester Examination, 2021/2022 Academic Year.
- h) March 2022 – **Electoral Official** for the Election of Convocation Representatives on Academic Board.
- i) September 2021 – **Organizer** for the Stakeholders' Meeting in Relation to the Proposed Project Co-Operation Between TABCON & UENR.
- j) September 2021 – **Organizer** for a Training programme for Deans, Directors, Administrative Heads and Heads of Departments of the University.
- k) August 2021 - **Electoral Official** for the Election of Convocation Representatives on the University Council.
- l) August 2020 – **Organizer** for the Inauguration and meetings of the Search Committee for the appointment of a Vice-Chancellor for the University.
- m) **Organizer** - Signing of MOUs between the University and Outside Institutions/Companies.
- n) **Organizer** - University Council Retreats, Regular, Special and Emergency Meetings.
- o) Processing of staff promotional documents for External Assessment.

- p) June 2016 - Through the supervision of the Registrar I developed a Student Clearance Form for graduates of the University of Energy and Natural Resources.
- q) I developed Evaluation Forms for assessment of Deans of Schools and Heads of Departments for the University of Energy and Natural Resources through the supervision of the Registrar (April, 2016).

CONFERENCES, SEMINARS AND WORKSHOPS ATTENDED

- a) January 2025 – Participant, Orientation and Training for Deans, Directors, Heads of Departments and Centre Heads. Theme “Strengthening Institutional Leadership: Insights and Best Practices for effective University Governance”.
- b) June 2024 – Participant, 2nd GAUA (UENR Chapter) Administrators Conference on “The 21st Century Administrator: Charting a New Paradigm”.
- c) May 2024 - Participant, Registrar’s Department Presentation Series under the theme “The Role and Operations of the University Relations Office: Reflections and the way forward”.
- d) May 2024 – Participant, Training on Contemporary Administrative Practices organized by the Human Resources Division (HRD), UENR.
- e) March 2024 – Participant, Registrar’s Department Presentation Series under the theme “Increase your Job Satisfaction through the Human Resources Division”.
- f) August 2023 – Participant, The Registrar’s Offices Welfare Scheme (ROWS) training on the theme “Understanding your Role as an Administrator in the Registrar’s Offices”.
- g) February 2023 – Participant, UENR Management Retreat “UENR’s Strategic Plan Vis-à-vis Vice-Chancellor’s Vision, Ten years through, The Way Forward”
- h) June 2022 – Participant, Maiden Administrators Conference. Ghana Association of University Administrators (UENR Chapter) – *University Administrators in a changing (challenging) times.*

- i) September 2020 – Participant, Annual workshop/Training Programme for all Administrative Staff in the Registrar's Offices, organized by Registrar's Offices Welfare Scheme.
- j) October 2019 – Participant, Mentorship and Career Development programme by The Association of Commonwealth Universities, Circle Institutional Strengthening Programme.
- k) June 2019 – participant, A 4-day Workshop and Training Visit at KNUST-Kumasi for Senior Members and Senior Staff, organized by Registrar's Offices Welfare Scheme.
- l) November 2018 - Resource Person, Training on practical session on common filing procedures organised for all Administrative Staff at the University of Energy and Natural Resources.
- m) January 2018 – Participant, Best Practices in Files Management organised by Laysia Info Consult.
- n) 2013 – Organising Team Member, 2nd Africa Regional Conference for the Organisation of Women in Science for the Developing World (OWSD).

COMMITTEES SERVED

1. Statutory Committees

- a) **Secretary** – International Scientific Advisory Board
- b) **Secretary** – Industrial Advisory Board
- c) **Secretary** – Centre Management Committee
- d) **Secretary** – Steering Committee
- e) **Secretary** - School Board (School of Engineering)
- f) **Secretary** - School Management Committee
- g) **Secretary** - School Appointments and Promotions Sub-Committee

2. Non-Statutory Committees

- a) February 2025 – **Member**, Committee to develop Academic Brochure for the University of Energy and Natural Resources (UENR)

- b) February 2025 – **Co-Secretary**, Committee to organize the 2nd International Conference on Energy and Engineering
- c) February 2025 – **Member**, Operations Committee to organize the 2nd International Conference on Energy and Engineering
- d) February 2025 – **Secretary**, Programme Content Committee to organize the 2nd International Conference on Energy and Engineering
- e) February 2025 – **Member**, GAUA International Committee
- f) December 2024 – **Member**, Programmes Committee of the Registrar's Office Welfare Scheme (ROWS) Study Tour 2025
- g) September 2024 – **Secretary**, School Postgraduate Committee
- h) February 2023 – **Secretary**, International Conference Committee, School of Engineering and School of Energy.
- i) July 2023 – **Member**, Committee for planning and executing Send-off Ceremony for top Management staff going on retirement.
- j) February 2023 – **Member**, Registrar's Offices Welfare Scheme Awards Committee.
- k) August 2022 – **Secretary**, Committee to Study the Payment of Facilitation Allowance at The Centre for Distance Education And E-Learning.
- l) November 2021 - **Co-opted Member**, 6th Congregation Planning Committee of the University of Energy and Natural Resources.
- m) November 2020 - **Co-opted Member**, 5th Congregation Planning Committee of the University of Energy and Natural Resources.
- n) November 2020 – **Secretary**, Planning Committee for the Send-Off Party for the Out-going Vice-Chancellor and Investiture Ceremony for the In-coming Vice-Chancellor.
- o) February 2020 – **Secretary**, Committee to plan and execute a 3 day training session for all Senior Members in the University.
- p) November 2019 – **Secretary**, Committee for the establishment of a Police Post on UENR Campus.
- q) May 2019 – **Member**, Awards and Dinner Committee – Registrar's Office Welfare Scheme (ROWS).

- r) January 2019 – **Secretary**, Committee to plan and execute the Registrar's Induction Ceremony .
- s) **Recorder** - Joint Committee for the establishment of a campus at Kenyasi No 2.
- t) **Secretary** - Senior/Assistant/Junior Assistant Registrar's meeting with the Registrar.
- u) **Secretary** - Administrative Assistants meetings with the Registrar.
- v) **Recorder** – Academic Board Meetings

PAPERS, MEMORANDA, AND REPORTS

1. Mensah Phillipa 2025, **Kyei-Mensah B.**, Proposal on broadening the job description for Hall Assistants, UENR, Sunyani.
2. Prof. Benjamin A. Weyori 2025, **Kyei-Mensah B.** Establishing two Pro Vice-Chancellor positions at the University of Energy and Natural Resources (UENR), Sunyani.
3. Mensah Phillipa. 2023, Mensah Adede G., **Kyei-Mensah B.** A Proposal on The Need to Improve on Safety and Security along the University Entrance, UENR, Sunyani.
4. Annan Kwasi J. 2023, Asare-Yeboah I., **Kyei-Mensah B.** Proposal – Immortalizing the Names of our Heroes.
5. Mensah Phillipa. 2022, **Kyei-Mensah B.** A Proposal for The Establishment of a University-Community Engagement Committee (UCEC), UENR.
6. Twumasi-Ankrah, D. 2022, Annan Kwasi J, **Kyei-Mensah B.** Aptitude Test: An Assessment Tool for Interview Selection.
7. **Kyei-Mensah B.** 2020 – 2023 Campus Reports to Vice Chancellors Ghana (VCG).
8. Mensah Phillipa. 2020, **Kyei-Mensah B.** The Need to Redesign the Reception Area of UENR, Sunyani.
9. **Kyei-Mensah B 2020**, Report on the Planning Committee for the Send-off party for the former Vice-Chancellor and Investiture Ceremony for the new Vice-Chancellor.

10. **Kyei-Mensah B. 2020.** Proposed Establishment of Biennial Conference on Energy and Natural Resources Issues.

PERSONALITY SKILLS AND COMPETENCE

Social skills and competences

- Excellent Interpersonal and communication skills
- Organizing Skills
- Sincere and honest.

Organizational skills and competences

- Able and willing to work under minimal supervision.
- Ability to plan, organize and keep going when things get difficult
- Hardworking, ambitious and enthusiastic

Technical skills and Computer competences

- High level computer literacy (MS Office, SPSS).

REFEREES:

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Technology (KNUST)
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