

CURRICULUM VITAE

YVONNE CLAIRE DUMENU

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PROFILE

Female; Ghanaian; Christian

Self-motivated, resilient and goal oriented. Have passion for gender equity and advancement. Effectively relate to people at all levels, good communication skills, high level of integrity, due diligence at all times.

CAREER GOAL

To offer managerial, administrative, teaching, research and consultancy services in Human Resource Management; Administration & Leadership Management, Cyber Technology Management, and all related fields.

EDUCATION AND PROFESSIONAL QUALIFICATION

✚ Chartered Human Resource Management Practitioner (December, 2020)
at the Chartered Institute of Human Resource Management Practitioners,
Ghana.

Major Courses Offered

Human Resource Development Practice, Recruitment and Compensation, Legal Aspect of Human Resource, Business Communication, Industrial Relations etc

✚ MA. HUMAN RESOURCE MANAGEMENT
(2014-2015) University of Cape Coast

Major Courses Offered

Management Concepts and Theories, Labour/ Manpower Forecasting, Planning and budgeting, Concepts and Theories of Development, Statistics, Advanced Research Methods, Labour Relation, Strategic Management, Financial Statement Analysis, Principles of Human Resources Management, Labour Relations, Computing etc.

 BA. (SOCIAL SCIENCE) ECONOMICS AND SOCIOLOGY
(2005-2009) University of Cape Coast

Major courses Offered

Advance Economics, Project Appraisal, and Mathematics for Economics 1 & 11,
Economic Growth and Development, Micro Finance, Industrial Sociology,
Social Psychology, Social Statistics etc.

WORK EXPERIENCE

UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

June 2023-to-date

Job position: **Centre Registrar, Earth Observation, Research and
Innovation Centre (EORIC), School of Engineering**

Rank: **Senior Assistant Registrar**

Job Duties

- ✓ Oversee the administrative operations of the Centre under the leadership of the Director of the Centre.
- ✓ Provide technical advice on human resource management and administrative practices and policies.
- ✓ Liaise with the Central Administration (Human Resource) to organize appointments and promotions of staff.
- ✓ Coordinate training and workshops programs for both staff and non-staff.
- ✓ Facilitate and ensure the implementation of university policies and statutes.
- ✓ Write Memos, proposal, papers to aid change and policy formulation for better administrative practices.
- ✓ Supervise, coach and mentor work team members.
- ✓ Manage staff and Students data and records.
- ✓ Prepare Minutes, Reports and correspondences etc.
- ✓ Secretary to the Centre Board and other Committees.

August 2021 to May 2023:

Job position: **Acting Director of Human Resource Division of UENR**

Rank: **Assistant Registrar**

Job Duties

- ✓ Head the Human Resources Division of the University and oversee its operations.
- ✓ Provide technical advice on human resource management practices and policies to the University management for decision making.
- ✓ Plan for the manpower needs of the university and organize appointments and promotions of staff.
- ✓ Prepare introductory letters and aid staff to acquire Visa and work permits.
- ✓ Liaise with the Registrar to organize staff training and workshops as well as staff development programs.
- ✓ Facilitate the implementation of Human Resource Policies of the University and ensure compliance by staff.
- ✓ Liaise with Departments to conduct staff performance management and annual appraisal.
- ✓ Develop and write Memos, proposal, papers to aid change and policy formulation for better HR and Administrative practices.
- ✓ Lead, coach and mentor team members.
- ✓ Manage staff data and other records of the University.
- ✓ Prepare Minutes, Reports and correspondences in relation to my schedule.
- ✓ Served as Secretary to Appointments and Promotions Committee and other related Committees.
- ✓ Ensure employee development, welfare and protection against any form of threat, abuse, harm etc.

Some projects undertaken/Achievements

- ✓ Submitted a proposal on paperless promotion application process for Senior Members.
- ✓ Implemented the Human Relation Assessment of Senior Members as pertained in the Appointment and Promotion Criteria of Senior Members.

- ✓ Reviewed and revised HR and Administrative Forms in the University for upload unto the University website for easy and convenient accessibility by staff.
- ✓ Restrengthened the performance management system by liaising with Heads of Departments to conduct annual performance appraisal of staff.
- ✓ Proposed and implemented salary increment for contract staff of the University.

August 2020 to July 2021:

Job position: **School/Faculty Registrar, School of Sciences**

Rank: **Assistant Registrar**

Job Duties

- ✓ Facilitate the day-to-day operations of the faculty under the supervision of the Dean.
- ✓ Provide administrative services.
- ✓ Coordinate Appointments and Promotions within the School.
- ✓ Coordinate staff training and development.
- ✓ Supervise subordinates.
- ✓ Keep up-to-date records of staff and students.
- ✓ Prepare and write letters, Memos, Minutes, and Reports etc.
- ✓ Secretary to School Board and other Committees
- ✓ Mentor and guide staff assigned to me for career development program.

May 2018 to July, 2020:

Job position: **Head of Senior Members Appointment and Promotions Section, Human Resources Division**

Rank: **Junior Assistant Registrar**

Job Duties

- ✓ In-charge of Senior Members Appointment and Promotions Section
- ✓ Under the oversight of Head of HR, organize recruitment and selection of Senior Members.
- ✓ Under the direction of the Head of HR, organize staff training and development.
- ✓ Supervise subordinates.
- ✓ Keep up-to-date records of staff.
- ✓ Prepare and write letters, Memos, Minutes, and Reports etc.

- ✓ Prepare for regular and emergency Committee meetings
- ✓ Mentor and guide staff assigned to me for career development program.
- ✓ Write papers on pertaining challenges and problems to inform policy and decision-making.
- ✓ Serve as a recorder on University Appointments and Promotions Committee and Administration Appointments and Promotions Committee
- ✓ Perform any other duties that may be assigned to me.

Some projects undertaken

- ✓ Under the Direction of the Acting Head, HR Division, I reviewed Performance Appraisal Form for Senior Staff and Other Forms.
- ✓ I led the HR Team to implement and adopt a common Filing system for staff records in the University.
- ✓ I led presentations and trained staff on records keeping and effective filing.

UNIVERSITY OF CAPE COAST, COLLEGE OF DISTANCE EDUCATION, SUNYANI CENTRE

Sept 2016 to-date:

Job position: **Associate Lecturer, Business Department, College of Distance Education, University of Cape Coast**

Courses Taught

Business Ethics, Organizational Development and Industrial Psychology, Operations Management, Labor Relations, Human Resources Management and Principles of Economics 1 & 2, Legal Aspect of Human Resource Management etc.

COMMITTEES AND VOLUNTARY SERVICES

- ✓ Reviewer, Artificial Intelligence in Education (2026-to-date).
- ✓ Reviewer, International Journal of Sustainability in Higher Education (2026-to-date).
- ✓ Resource Person, Training Program for Contract Staff, UENR (May 2026)
- ✓ Secretary, Review Committee on University Halls Finances (2025).

- ✓ Secretary, Centre Appointments and Promotions Committee (2025-to-date).
- ✓ Resource Person, EORIC Seminar (March 2025).
- ✓ Secretary, Centre Board, EORIC, (2024-Date).
- ✓ Member, Strategic Plan Implementation Committee (2024-2025).
- ✓ Chairman, Committee to develop Diversity, Equity and Inclusion Policy Guidelines (2024-2025).
- ✓ Mentor, Registrar's Office Mentorship Program (2024/2025).
- ✓ Secretary, GSDF Project Core Implementation Committee (2023 -to-date).
- ✓ Secretary, Committee for the Assessments of Promotion Documents (2023).
- ✓ Secretary, University Appointments and Promotions Committee (UAPC), 2021-2023
- ✓ Secretary, Administration Appointments and Promotions Committee (AAPC), 2021-2023
- ✓ Secretary, Scholarship and Staff Development Committee (2021-2023)
- ✓ Member, University Basic School Management Committee (2021-2022)
- ✓ Secretary, School Board, School of Sciences (2020-2021)
- ✓ Mentor, University Mentorship Program (2019/2020)

TRAINING, WORKSHOPS AND CONFERENCES ATTENDED

- ✓ Training Program: "Enhancing Professional Excellence through Effective Systems and Performance Management", May 2026, UENR, Sunyani, Ghana.
- ✓ International Conference on Energy & Engineering, 1st-3rd October, 2025, UENR, Ghana.
- ✓ Chartered Institute of Human Resource Management Conference, 18th-19th June, 2025, Accra, Ghana.
- ✓ Training Programme: "International Staff Training Week" April 21-25, 2025, University of Jean, Spain.

- ✓ Enhancing Knowledge, Skills and Policy Awareness, 26th-27th March, 2025, UENR, Sunyani.
- ✓ Training Programme: “Contemporary Administrative Practices” on May 9, 2024, UENR, at RCEES Auditorium, Sunyani, Ghana.
- ✓ A 2-day International Workshop on Land Use and Forestry Impacts in Sub-Saharan Africa, September 25-26, 2023, University of Energy and Natural Resources, Ghana and Lancaster University, United Kingdom.
- ✓ Workshop: “Understanding your Role as an Administrator in the Registrar’s Offices” on August 17, 2023 at the Sheila’s Executive Lodge, Sunyani organized by Registrar’s Office Welfare Scheme, UENR.
- ✓ Conference: 2022 Global Meeting on Law and Society “Rage, Reckoning and Remedy” on July 13-16, 2022, Instituto Universtario de Lisboa, Lisbon Portugal.
- ✓ Conference: “University Administrators in a Changing (Challenging) Times” on June 23 & 24, 2022 at the Tyco City Hotel, Sunyani organized by Ghana Association of University Administrators (GAUA-UENR).
- ✓ A 2-day Training programme, “Continuous Professional Development for Effective Performance” on October 7&8, 2021 organized by the Human Resources Division UENR.
- ✓ University Leadership and Management Training (Unilead) organized by DAAD, Germany-October, 2020-September, 2021.
- ✓ Mentorship Workshop & Career Development Programme, UENR-Sunyani, Ghana, January 20, 2020.

MEMOS, PAPERS AND REPORTS WRITTEN

- ✓ Akudugu JA, Addaney M, Amankona LO, Dumenu YC and Aniah E (2026) Just energy transition in Ghana: community experiences from the fossil-fuel hub in the Ellembele District. *Front. Environ. Econ.* 5:1835455.doi: 10.3389/frevc.2026.1835455
- ✓ Memorandum on the Adoption of an Artificial Intelligence (AI) Policy for Teaching and Administrative Functions (April 2026).
- ✓ Diversity, Equity and Inclusion Policy Guidelines, July 2025.

- ✓ Wetley, D., Amponsah, A. S., Dumenu, Y. C., (2024). Reducing Food Waste in Sunyani, Ghana: Experiences of Managers and Supervisors in the Food Services Industry. *Journal of Energy and Natural Resource Management (JENRM)*, Vol. 10, No. 1, 16-24, 2024.
- ✓ Anane, G. K., Dumenu, Y. C., Ofori-Badu, E., & Awuah, P., (2023). 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 ISSN: 0855-6156.
- ✓ Proposal on paperless promotion application process for Senior Members, February 2023.
- ✓ Technical Report on Working Visit to Remote Campus (Dormaa) of the University of Energy and Natural Resources, Sunyani, May 2022.
- ✓ A Memo on Upward Adjustment of Salary of Contract staff at UENR Basic School, January 2022.
- ✓ Proposal for training for Assistant Registrars and Junior Assistant Registrars 'Continuous Professional Development for improved performance, October 2021.
- ✓ Digitizing HR Forms to Enhance Service Delivery Process at the HR Division in the University of Energy and Natural Resources, April 09, 2020
- ✓ Implementation of Orientation/Induction training for Deans and Heads of Departments, February 20, 2020, UENR, Sunyani.
- ✓ Recruitment and Selection Policy Guidelines for University of Energy and Natural Resources, August 2019, Project Work, Institute of Human Resource Management Practitioners-Ghana (IHRMP), Accra.
- ✓ Progress Report on Implementing a Common Filing System, April 01, 2019, UENR, Sunyani.

REFERENCES

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