**CURRICULUM VITAE**

**NAME** : Henry Harry Akosah

**DATE OF BIRTH** : 20th November, 1960

**MARITAL STATUS :** Married with four children

**TEL N0 0243049675**

 **QUALIFICATIONS**

ieMBA, Paris Graduate School of Management **-** 2018

Levels 1&2, Institute of Human Resource Management Practitioners (IHRMP) - 2016

M. Phil (African Studies), University of Ghana, Legon - 1999

B A (Psychology with Political Science), University of Ghana, Legon - 1991

GCE ‘A’ Level - 1987

Teacher’s Certificate ‘A’ - 1985

GCE ‘O’ Level - 1983

**WORKING EXPERIENCE**

Registrar, Catholic University of Ghana, Fiapre-Sunyani - 2018 to date

College/Deputy Registrar, College of Health Sciences, KNUST - 2012 to 2021

Ag. College Registrar, College of Health Sciences, KNUST - 2008 to 2012

Senior Assistant Registrar, KNUST - 2006

Assistant Registrar, KNUST - 2004

Assistant Registrar, University for Development Studies - 2001-2004

Ag. Assistant Headmaster/Teacher, Oppon Memorial Secondary School - 2000-2001

Teacher, Oppon Memorial Secondary School - 1991-1996

Teacher, R/C Primary School, Bekwai - 1984-1989

**Institutions Attended Award/Certificate**

Paris Graduate School of Management 2016-2017 ieMBA

University of Ghana, Legon. 1996- 1999 MPhil

University of Ghana, Legon, 1988- 1991 BA

Atebubu Training College 1980- 1984 Teacher’s Certificate ‘A’

R/C Middle School 1974-1977 MSLC

**RESEARCH WORK**

1. The Relative Effectiveness of Auditory, Visual and Audio-Visual

Presentation in Comprehension among Bright and Dull Students

(Unpublished Project Work)

1. The Role of Non-Governmental Organisations in Rural Development

in the Ejura-Sekyedumase District (Unpublished M. Phil Thesis)

1. H.H. Akosah et. al., (2021). Job dissatisfaction and its implications for employees of Kwame Nkrumah University of Science and Technology. Ghana Journal of Higher Education Management, Vol. 7, pp62-81.
2. H.H. Akosah & H.O.Akosah (2022). Assessing Job Satisfaction of Public Universities in Ghana: A Case Study of KNUST. Journal of Science and Technology, Vol.41, N0.2 (2022), pp116-130.

**Papers/ Memos/Reports written**

1. Creation of Units of the Registry
2. Establishment of Demonstration School
3. Appointment of Casual workers
4. Criteria, Processes and Procedures for Appointments and Promotions in Affiliate Institutions
5. Review of Statutes of KNUST
6. Human Resource Management in the Administration of Colleges
7. Staff requirements in the Colleges- the Case of the College of Health Sciences
8. Sustenance of the Ghana Universities Staff Superannuation Scheme
9. Review of Committees of the University
10. Strengthening Record Keeping as a means of Promoting Efficiency
11. Upgrading the Qualifications/Skills of staff to facilitate their promotion in the light of the new scheme of service for junior and senior staff
12. Streamlining the salary placement of senior members
13. Measures for smooth implementation of new scheme of service for junior and senior staff.
14. Report on a visit to the University of Ghana for discussion with officials of the HRODD on the implementation of new scheme of service for junior and senior staff
15. State of the Registrar’s Offices - current situation and future plans
16. Organisational Communication and meetings
17. Review of KNUST Housing Scheme
18. Indiscipline, the family perspective
19. Promotion exercise for junior and senior staff
20. Provision of facilities to enhance work at the main administration
21. Placement and promotion of some categories of junior staff
22. Provision of mosquito-proof nets for the offices of the Main Administration Block
23. Institution of Meritorious Service Awards
24. Staff welfare fund for the University for Development Studies

**WORKSHOPS/SEMINARS/CONFERENCES ATTENDED**

Workshops/Seminars/Conferences attended were on the following themes/topics:

1. University Administrators’ Conference 23rd to 24th June, 2022.
2. Attitudinal Change for Higher Education Productivity in University Administration
3. The Role of Registrar’s Department in the Management and Administration of the University
4. Organisational Development.
5. Higher Education Management
6. Professionalizing University Administration
7. Management of Higher Education Academic Facilities
8. Higher Education Funding
9. Proposal Writing
10. Enhancing Productivity through Proper Time Management
11. Enhancing of Research information Data Bases/Document Delivery Services.
12. Career Development
13. Application of Access programme in Database Management
14. Fulfilling the Mission and Vision of the College of Health Sciences
15. Labour Act 2003
16. Strengthening Records Keeping as a means of Promoting efficiency

**SERVICE OFFERED TO THE COMMUNITY, THE NATION AND THE INTERNATIONAL COMMUNITY**

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| --- | --- |
| August, 2016 | Member, Committee to Develop Guidelines on handing over notes. |
| June, 2015 | Secretary, Search Committee for appointment of Director of University Health Services , KNUST |
| March, 2015 | Member, Committee on Review of Assessment of Courses and lecturers by students, KNUST |
| February, 2015 | Resource Person, Workshop on Modern Secretarial/Office Management Skills, KNUST |
| March, 2015 | Resource Person, Workshop for CANR Staff, KNUST |
| March, 2015 | Chairman, Committee for Design of Signage for the College of Health Sciences,KNUST |
|  2013 | Member/Secretary, Committee on High Rate of Trails in the College of Health Sciences, KNUST |
|  March, 2013 | Member/Secretary, College of Health Sciences Congregation Planning Committee,KNUST |
| 2011 to date | Senior Tutor, Distance Education programme, University of Cape Coast |
| 2011 to 2014 | Member, Council of Convocation, KNUST |
| 2011 | Panel Member, Committee for the selection of mature candidates for BSc Nursing programme  |
| 2010 | Member/Secretary, Committee for the establishment of BSc degree in Emergency Nursing |
| 2010 | Member of a Review Team, College of Health Sciences Guide on Promotion Document for Senior Members (Academic) |
| 2010 | Member/ Secretary, College of Health Sciences Scholarship Sub-Committee |
| 2010 to date | Member/Secretary, College of Health Sciences Appointments and Promotions Committee |
| 2010 | Member, Admissions Committee for the Human Biology programme |
| 2010 to date | Member/Secretary, College of Health Sciences Board |
|  2010 to date | Member, Committee for the selection of mature candidates for BSc degree in Medical Laboratory Technology |
| 2010 | Secretary, Committee for the review of proposal for BSc degree in Nursing for Registered Nurses |
| 2009 | Chairman of GAUA Welfare Committee |
| 2009 | Member/Secretary, Committee on implementation of Doctor of Veterinary Medicine Programme |
| 2009 | Secretary, Committee on Affiliation of BSc Nursing Degree Programme of St Karol University College |
| 2009 to date | Panel Member for the Interview of Students for Bachelor of Dentistry Programme |
| 2009 | Member, Committee on MOU between KNUST and KATH |
| 2009 | Secretary, Committee for Affiliation of BSc Degree Programme of Central University College |
| 2009 | Member, Examinations Coordinating Committee, KNUST |
| 2008 to 2014 | Vice Chairman, KNUST Primary School P.T.A. |
| 2008 | Member, Committee for Appointment of Deputy Head and Head of KNUST Basic Schools |
| 2008 | Resource Person, Refresher Course for staff of the Faculty of Forest Resources Technology, Sunyani |
| 2007 | Chairman, Committee for Appointment of Caterer for KNUST Workers Canteen |
| 2008 to date | Focal Person, College of Health Sciences Registrar’s Offices Welfare Fund |
| 2008 to date | Member/Secretary College of Health Sciences Management Committee |
| 2007 | Member, Panel for the interview of candidates for the Position of Administrative Manager for Tropenbos International,Ghana  |
|  2007 | Member/ Secretary, Committee on the Review of Criteria for Appointments and Promotions of Senior Members (Academic) |
| 2007 | Secretary, Committee which considered a petition from Ms. Josephine Djampim on her promotion |
| 2006 | Member, PTA Audit Committee, KNUST Primary School |
| 2006 | Member, Management Board, KNUST Welfare Scheme |
| 2005 to date | Assistant Examiner, West African Senior School Certificate Examination (International) |
| 2005 | Member/ Secretary, Disciplinary Committee appointed to Investigate discrepancies in the disbursement of pension, at Accra Guesthouse |
| 2005 | Secretary, Maternal Death Audit Committee of KNUST Hospital |
| 2000 | Team Leader, Voter Education Programme of the Institute of Economic Affairs in the 2000 Elections. |
| 2000 | Supervisor, 2000 Population Census of Ghana |
| 2000-2001 | Chairman, Oppon Memorial Secondary School Welfare Association, Kokofu |
| 2000-2001 | Secretary, Amansie East District Teachers and Education at Workers Welfare Association |
| 2000-2001 | Secretary, Board of Governors, Oppon Memorial Secondary School, Kokofu |
| 2000-2001 | Coordinator, Catholic Charismatic Renewal |
| 2000-2001 | Zonal Leader, Catholic Charismatic Renewal |
| 1999-2001 | Secretary, Parent-Teacher Association, Oppon Memorial Secondary School, Kokofu |
| 1999-2001 | Secretary, Catholic Church, Bekwai |
| 1996-2001 | Assistant Examiner (English Language), Basic Education Certificate Examination |
| 1993 to 2004 | Assistant Examiner (Social Studies), Senior Secondary School Certificate Examination |
| 1992 to 1996 | Assistant Examiner, GCE ‘A’ Level Examination |

**Referees**

Prof. E. T Agbenyega

Office of the Provost

College of Health Sciences

KNUST

 Prof. K. A. Danso

Department of Obstetrics & Gynaecology

School of Medical Sciences

KNUST

Dr. E. G. Z. Azumah

P. O. Box UP 1254

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