## CURRICULUM VITAE

PAUL PINAMAN ADADE *BSC, MSC, MGIP,*

**H Coordinating Registrar**

 **Obuasi Campus**

 **Kwame Nkrumah University of Science and Technology, Kumasi**

 Cell: 233-20-8262845

 e-mail: padade.punit@knust.edu.gh

 bbosomite@gmail.com

 ***December, 2020***

SUMMARY OF PERSONAL HISTORY, ACADEMIC CREDENTIALS, AND WORKING EXPERIENCE

1. PERSONAL HISTORY

**Name:**  PAUL PINAMAN ADADE

**Date of Birth:**  20th AUGUST 1970

**Sex:**  Male

**Nationality:** Ghanaian

**Marital Status:** Married with three (3) children

**Current Address**: Kwame Nkrumah University of Science and Technology, Private Mail Bag, UPO, Kumasi

**Tel:** 233-20-826-2845

**E-Mail:** padade.punit@knust.edu.gh

 bbosomite@gmail.com

**Profession:** ***Development Planner, Policy Analyst* *and Higher Education Administrator***

**Present Professional Status: Coordinating Registrar/Deputy Registrar (KNUST Obuasi Campus)**

1. ACADEMIC CREDENTIALS

|  |  |  |  |
| --- | --- | --- | --- |
| No | QUALIFICATION | INSTITUTION | DATE |
| 1 | M.Sc. Development Policy and Planning | Kwame Nkrumah University of Science and Technology, Kumasi | 2002 |
| 2 | B.Sc. Planning2nd Class (Upper Division) | Kwame Nkrumah University of Science and Technology, Kumasi | 1996 |
| 3 | GCE (A-Level) | Accra High School | 1990 |
| 4 | GCE (O-Level) | City Secondary and Business College | 1988 |
| 5 | - | Nkawkaw Secondary School | 1982-1986 |

1. WORKING EXPERIENCE
2. BEFORE JOINING KNUST

|  |  |  |  |
| --- | --- | --- | --- |
| No | POSITION | ORGANIZATION | DATES |
| 1 | **District Development Planning Officer** | Afram Plains District Assembly, Donkorkrom | 1997-2002 |
| 2 | **Research Officer** | Non formal Education Division | Sept - Dec. 1996 |

ii) WITHIN KNUST

|  |  |  |  |
| --- | --- | --- | --- |
| No | POSITION | DEPARTMENT/UNIT | DATES |
| 1 | COORDINATING REGISTRAR (**DEPUTY REGISTRAR**) | KNUST Obuasi Campus | November 2020 to date |
| 2 | SCHOOL SECRETARY(**SENIOR ASSISTANT REGISTRAR**) | School of Public Health. College of Health Sciences | November 2016 to October 2020 |
| 3 | OVERSIGHT FACULTY REGISTRAR (**SENIOR ASSISTANT REGISTRAR**) | Faculty of Allied Health Sciences | August 2019 to October 2020 |
| 4 | HEAD, ALUMNI Office (**SENIOR ASSISTANT REGISTRAR**) | University Relations Office (Registrar’s Offices) | **March 2015 to November 2016** |
| 5 | Sectional Head (**SENIOR ASSISTANT REGISTRAR**) | General Administration Division (Registrar’s Offices) | **November 2008 to March 2015** |
| 6 | Planning Officer (**ASSISTANT REGISTRAR**) | Quality Assurance and Planning Unit (Vice-Chancellor’s Office) | **July 2002 to October,2008** |

NOTES

* Employed as **Assistant Registrar** (Vice-Chancellor’s Office)
* Assumed office on **9th July, 2002**
* Appointed on promotion to Senior Assistant Registrar in July 2011.
* Appointed on Promotion to Deputy **Registrar** in **October 2020**

## CURRICULUM VITAE

**PERSONAL DATA**

**Name:**  PAUL PINAMAN ADADE

**Date of Birth:**  20th August 1970

**Sex:**  Male

**Nationality:** Ghanaian

**Current Address**: Kwame Nkrumah University of Science and Technology

Private Mail Bag, UPO

Kumasi

 Tel: 233-20-8262845

**Professional Summary**

Paul Pinaman Adade has acquired excellent managerial and administrative skills and experience through working with a number of government and non-government organizations and institutions including the Kwame Nkrumah University of Science and Technology, Kumasi. Paul is a dynamic and results-driven Deputy Registrar with 18 years career experience in Higher Education Administration and Management. He is conversant with the higher education landscape and knowledgeable about current trends and issues in higher education management. He has a strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. He has several years of experience in institutional analysis, capacity building and strategic planning. Paul has grant writing and project management skills with a couple of successful grants to his credit. He demonstrates excellence in problem-solving and analytical thinking skills. He is well versed in the organisation and professional conduct of University ceremonies, rituals and events. He exhibits highest ethical standards and has the ability to maintain confidentiality of records and information.

**Career Objective:** To get a Registrar appointment in a reputed university and use my knowledge, experience, and expertise in offering exceptional services to students, the management and other stakeholders.

### EDUCATION

**Degree:** MSc (Development Policy and Planning) (2002)

**School:** Kwame Nkrumah University of Science & Technology, Kumasi.

**Degree:** BSc (Planning) Second Class Upper (1996).

**School:** University of Science and Technology, Kumasi, Ghana

**PROFESSIONAL AFFILIATION**

* Corporate Member, Ghana Institute of Planners (MGIP)

### EMPLOYMENT RECORD

**PRESENT EMPLOYMENT**

**November 2020 to Date, Coordinating Registrar, Obuasi Campus, KNUST-Kumasi**

**Responsibilities**

* Manage staff under the office;
* Provide policy options on the operation and management of the College for the attention of the College Board and other relevant Statutory Committees through the submission of papers and memoranda;
* Provide administrative support services for staff and students in the College;
* Serve as Secretary to statutory and non-statutory committees including the College Board, College Management Committee and College Appointments and Promotions Sub-Committee;
* Provide oversight responsibility for all Municipal Services in the College including general cleaning of the environment, offices/lecture rooms, as well as security and management of vehicles;
* Keep records and correspondence of the College;
* Present reports to the Registrar on the operations of the Registrar’s Offices in the College periodically;
* Disseminate decisions of the Academic Board, College Board and other Committees to staff and students within the College and ensure the implementation of same;
* Collate inputs for University publications;
* Ensure the provision of appropriate logistics for effective teaching and learning;
* Manage staff of the Registrar’s Offices within the College;
* Facilitate the collaboration of the College with national and international institutions and organisations;
* Liaise with the College Examinations Officer and provide appropriate logistics for the conduct of examinations in the College;
* Liaise with the Examination Officers and University Information Technology Systems (UITS) on the registration of students;
* Facilitate industrial attachments and placement of students in the College;
* Ensure adherence to and compliance with the National Council for Tertiary Education (NCTE) and National Accreditation Board (NAB) norms including programme accreditation and Student/Teacher Ratios;
* Organise and supervise College elections on behalf of the Registrar;
* Review application documents for appointments and promotions;
* Facilitate effective cooperation between the College alumni, external bodies as well as the immediate community;
* Oversee the use and maintenance of facilities;
* Facilitate and assist in the organization of University-wide ceremonies such as Congregation and other academic events and programmes;
* Facilitate training and capacity building for staff within the College;
* Attend Academic Board meetings;
* Coordinate activities of all adjuncts, visiting lecturers, external moderators for programmes within the College/Institute; and
* Perform any other duties that may be assigned by the Provost/Registrar.

**November 2016 to October 2020, School Secretary, School of Public Health, KNUST-Kumasi**

**# Assigned additional Oversight Responsibility of the Faculty of Allied Health Sciences August, 2019 to October 2020.**

**Responsibilities**

* Served as the head of administration of the School and serves as member/secretary of the School Board and other Committees within the School;
* Managed staff under the school;
* Provided support services for students including transcripts, letters of introduction, correction or change of name, deferment, repetition and change of programme;
* Kept records and responded to correspondence on behalf of the School;
* Supervised the staff of Registrar’s Offices in the School;
* Disseminated information to staff and students within the School;
* Facilitated the conduct of examinations;
* Presented reports to the College Registrar on the operations of the Registrar’s Offices in the School periodically;
* Conducted faculty elections on behalf of the Registrar;
* Monitored the use of facilities including vehicles;
* Ensured the provision of appropriate logistics for effective teaching and learning;
* Coordinated the Faculty and Departmental functions and programmes;
* Coordinated inputs for University publications;
* Processed leave application of Senior and Junior staff within the School;
* Dealt with welfare matters;
* Served as Secretary to statutory and non-statutory committees including Faculty and Departmental Boards;
* Assisted the College Registrar to conduct orientation for Freshmen, and organization of matriculation and congregation ceremonies; and
* Performed any other duties periodically assigned by the College Registrar e.g. College Board meetings, College Appointment and Promotion meetings.

**March 2015 to November 2016 Senior Assistant Registrar (Alumni Office) Registrar’s Offices, KNUST, Kumasi.**

**Responsibilities**

* Provided leadership for the alumni relations programme that complements and supports the vision and mission of the University;
* Responsible for overall administration of the Alumni Office, including strategic planning, fiscal management, staffing, and programme development;
* Managed all Alumni Association related activities, including executive committee meetings, committee work, and quarterly Council meetings. Maintained constant communication with members of the Association to ensure meaningful involvement;
* Worked with colleges, faculties and departments to develop alumni programmes for their particular college or area;
* Worked with other academic support departments to aid and assist them in reaching their goals and seek out where synergies exist with alumni programming. For example, working with student recruitment to create synergies by using alumni in far-reaching geographic locations;
* Assisted the association's executives in strengthening the university's ties with its alumni;
* A key team member in the university advancement effort; and
* Assisted the Deputy Registrar (URO) in the organisation and conduct of University ceremonies, rituals and events.

**November 2008 to March 2015 Senior Assistant Registrar,** **Registrar’s Offices (General Administration), KNUST, Kumasi.**

**Responsibilities**

* Supervision of Telecom Unit’s staff;
* Procurement and maintenance of equipment and facilities in the Registrar’s Offices;
* Processed off-campus allowance, rent allowance, owner occupier and car maintenance allowance applications;
* Processing of application for the use of University facilities (Great Hall, Senior Staff Club, Royal Parade grounds, Old Laundry, and general University grounds);
* Undertook procurement management and contract administration in collaboration with Development Office and Procurement Office;
* Provided management decision support to the Registrar and the Deputy Registrar (General);
* Liaised with relevant departments to monitor and maintain the physical environment and infrastructure of the University;
* Performed routine administrative duties;
* Assisted the Deputy Registrar (General) to service the Entity Tender Committee, Standing and Finance Committee, the Development Committee, and Welfare Services Board; and
* Served the following Committees as Secretary: Transport organization Management Committee; Security Services Committee; and Safety Committee

**July 2002 to October,2008 Assistant Registrar, Quality Assurance and Planning Unit, Vice-Chancellor’s Office, KNUST, Kumasi.**

**Responsibilities**

* Assisted the Head of QAPU in the performance of his/her duties including the strategic planning and management of quality assurance in the University;
* Managed staff under the office;
* Facilitated the preparation of University Strategic Plan and provided of technical backstopping for the Colleges and other Units in plan preparation and implementation;
* Reviewed and evaluated teaching and learning processes and outcomes, including related supporting services and rewarding teaching excellence;
* Ensured systematic monitoring and reviewing of the academic management of courses, teaching and performance;
* Monitored staff performance in teaching and learning;
* Monitored and evaluated student outcomes taking into account student feedback to facilitate enhanced teaching and learning performance;
* Provided advice on requisite infrastructure to support a high quality learning environment through the library systems, equipment and teaching and learning spaces such as classrooms and other facilities;
* Provided services to enrich and support students’ learning.
* Coordinated with the University Relations Office to publish Basic Statistics and Quality Assurance Bulletin;
* Carried out Educational/Institutional Research;
* Coordinated accreditation/re-accreditation of academic programmes and assisted in Institutional Audit;
* Carried out tracer studies on past students in collaboration with heads of academic departments/units;
* Served as Secretary to the ICT Management Committee and the Strategic Plan Implementation Oversight Committee; and
* Performed other duties that were occasionally assigned by the Vice-Chancellor, the Registrar or Head of the Unit.

**PREVIOUS EMPLOYMENT**

**January 1997 – October 2000 District Development Planning Officer, Afram Plains District Assembly (APDA), Donkorkrom, Ghana.**

**Responsibilities**

* Preparation, implementation, monitoring and evaluation of District Development Plans.
* Procurement management and contract administration.
* Coordination of activities of Decentralised Departments, NGOs and other development agencies in the District.
* Management of development projects and programmes: GoG/DFID Civil Service Performance Improvement Programme; UNDP/GoG Ghana Capacity 21 Programme; World Bank/GoG Village Infrastructure Project; UNICEF CHILDSCOPE Project; GoG/DANIDA District Water and Sanitation Team.

**SIGNIFICANT ACHIEVEMENTS**

**SCHOOL OF PUBLIC HEALTH**

1. Established and developed functional and sustainable institutional structures for the School of Public Health, being the first School Secretary.
2. Facilitated the development of a strategic plan for the School to give it a sense of direction.
3. Reversal of the downward trend in the School’s graduate programmes applications and admissions.

**ALUMNI OFFICE**

1. Alumni Mobilisation: I initiated action to reconnect and track alumni both local and the international through emails, telephones and social media platforms. It was through this initiative that the office was able to organise and inaugurated new external chapters in Nigeria (Lagos and Port Harcourt), the Gambia and Cameroon.
2. Developed a form for tracking and registering Alumni. The form has been used to develop an online registration platform to build alumni database for the University.

**REGISTRAR’S OFFICES (GENERAL ADMINISTRATION)**

1. A Major achievement I chalked in that Unit was undertaking post qualification investigations to establish the authenticity of documents and references submitted by bidders. These due diligence exercises safeguarded the interest of the University.

**OTHER ACHIEVEMENTS**

1. **Office of Grants and Research**

I was part of the team that sourced a grant of $300,000.00 to establish the Office of Grant and Research. The Office is playing important role in grant administration in the University.

1. **Quality Assurance and Strategic Planning in the University**

I pioneered the introduction and institutionalization of the Quality Assurance system in KNUST. I have also been playing significant roles in strategic planning exercises at different levels in the University.

1. **Hall Administration – University Hall Council Member (2009-2013)**

I was elected to serve two terms as a Hall Council Member in the University Hall (Katanga). During my term, the Council provided direction for effective administration and implementation of projects which gave some level of facelift to the Hall.

**UNIVERSITY TEACHING AND RESEARCH EXPERIENCE WITH DATES**

2002 TO 2011: Part time Lecturer at Kumasi Polytechnic, Kumasi, Ghana.

**Subjects Taught**

MKT 304 Project Management

STA 322 Statistics for Development and Economic Planning

**Under Graduate Project work/Thesis Supervision**

1. 2 Students
2. 8students
3. 4 students

**OTHER PROFESSIONALLY RELATED EXPERIENCES**

* Technical Advisor, Act Now Foundation Ghana, a Local NGO in Kumasi (2002 to 2012).
* Programme Consultant to Centre for Moral Education, a Kumasi based NGO (2003).
* Programme Consultant to UNFPA/Ghana Employers Association Workplace HIV/AIDS Policies and Programmes (2003 to 2004).
* Cocoa certification and action plan for the eradication of child labour on cocoa farms (Ghana Cocoa Board /Team Consult 2005).
* Facilitator for the preparation of 2006-2009 Medium-Term Development Plan for Ejisu Juaben District Assembly and Akwapim South District Assembly (July 2006 to May 2007).
* Resource Person for capacity building for Members and Opinion Leaders of five Area Councils in Ashanti Region under GoG/WorldBank Community-based Rural Development Programme (May 2006 to August 2007)

**MEMORANDA, PROPOSALS AND REPORTS**

1. ***13th February, 2018***

Distribution of Fee-Paying Revenue.

1. ***January, 2018***

Proposal in Support of the Buildings for the School of Public Health.

1. ***13th November, 2017***

Undergraduate programme in Public Health.

1. ***8th June 2017***

Report of Trip to TU Berlin for DAAD-PAGEL Project Kick-Off Meeting and Curriculum Development Workshop.

1. ***19th February, 2016***

Staff assessment for capacity building and incentivization.

1. ***29th April, 2015***

Enhancement of Alumni mobilisation drive.

1. ***10th July, 2015***

Institution of KNUST Alumni Day/Week.

1. ***29th June, 2015***

Developing Alumni governance structure for KNUST.

1. ***27th March, 2012***

Streamlining contract administrative approvals.

1. ***20, January, 2012***

Improving security on campus.

1. ***28th February 2011***

Memorandum for the Moderation of Examinations Results.

1. ***15th August, 2010***

Proposal to Zenith Bank for the Construction of off-site ATM Hosting Facility at KNUST Faculty Area.

1. ***January, 2009***

Proposal for the establishment of Business Development Office and the appointment of Business Development Officer.

1. ***18th July, 2008***

Proposal for the review of the Matured Age Policy for Kwame Nkrumah University of Science and Technology.

1. ***10th June, 2008***

Rationalisation of Staff Development Programme.

1. ***3rd February, 2008***

Career progression for ICT Staff.

1. ***26th February 2007***

Enhancing quality in the management of KNUST through performance agreements.

1. ***21st February, 2007***

Staff Assessment of Courses.

1. ***24th January 2007***

Private Sector students’ housing accreditation.

1. ***22nd July 2004***

Enhancing students’ learning through learning centre.

1. ***24th March 2004***

Development of quality assurance handbook for KNUST.

1. **22nd January 2004**

Promoting Quality Teaching Assistantship.

**Grants and Project Management**

1. TALIF Project: Enhancing Distance Learning through Students’ Learning Centre (No. KNUSTR/5/002/2007) - US$171,396.00
2. Office of Grant and Research Proposal. MEPI Grant, National Institute of Health, US, KNUST Office of Grants and Research Project, 2010 (Grant No.IR24TW008899-1) - $300,000.
3. DAAD PAGEL programme, Capacity building in health systems research and management in Ghana, 2017 to 2020 – €133,880.
4. Monitoring and Evaluation Officer, Horizon 2020 European Union Funding for Research and Innovation, Second European Union Clinical trials Partnership Programme (EDCTP2), 2019 to 2023 - €5,600,000.
5. Project administrator, The West Africa-Michigan Charter II for Geohealth-Ghana – $80,651.64.

**COMMITTEE MEMBERSHIP**

**Service to the University Community**

1. Member/Secretary, Committee to review MPH Global Health Programme - January, 2020.
2. Member/Secretary, Committee to review proposal on Master of Philosophy in Field Epidemiology and Applied Biostatistics Programme - January, 2019.
3. Member, KBN & KNUST Bursary Interview Team - April 2019 to November, 2020.
4. Member/Secretary, Scientific Sub-Committee of the College of Health Sciences 8th Biennial Scientific Conference - April, 2019.
5. Member/Secretary, School of Public Health Internal Accreditation Committee - November, 2018.
6. Secretary, College of Health Science Strategic Plan Committee - October, 2017.
7. Member/Secretary, Committee to Review MSc/MPH Occupational and Environmental Health and Safety - February, 2017.
8. Member, Committee to investigate an alleged assault case in the University Hall - March 2016.
9. Secretary, Committee for the review of the proposal on MSc Economics Programme - February, 2016.
10. Secretary, Committee to develop a Comprehensive central timetable - May, 2014.
11. Member, Committee to develop a strategic plan for the University – Plan 2k24 - November, 2013.
12. Hall Council Member, University Hall, KNUST-Kumasi - November, 2011 to November 2013.
13. Secretary, Radford University College Proposal Review Committee - August, 2012.
14. Member/Secretary to the Taskforce to eradicate all unauthorized structures on campus - December, 2013.
15. Member, Quality Assurance sub-committee in the Registrar’s Offices.
16. Secretary, KNUST Long Service Awards Committee (2009 to date)
17. Secretary, Committee for the review of the Proposal for Part-Time and Parallel Degree Programme in Computer Science (2009).
18. Member/Secretary, the Committee to investigate the management of Engineering Guesthouse (November, 2009)
19. Secretary, Committee for the review of the proposal for the introduction of B.Sc. Real Estate Programme (May, 2008).
20. Member/Secretary to the Taskforce for the Modernisation of Classrooms, Lecture Theatres and Offices of Senior Members (2004).
21. Ad hoc committee for the development of Management Structure for the KNUST ICT centre (2004).
22. Member of the Committee for the commissioning of KNUST projects in August, 2006.
23. Member of an ad hoc committee for the development of policy document for Hale and Hearty Faculty Sports Centre.
24. KNUST ICT Policy Committee. An ad hoc committee to develop ICT Policy and Plan for the University (2006 to 2007).
25. Ad hoc Committee for the review of Proposals for the introduction of Parallel and Sandwich programmes by the College of Art and Social Sciences.

**Service to the External Community**

1. Member, Board of Directors of Ansong Senior High School, Gbawe, Accra.
2. Board Member, Mikel’s Grace Company Limited, Accra.
3. Board Member, Emes Grace Engineering and Construction Ltd, Accra.
4. I was co-opted in to a Team to prepare a Business Plan for Vice-Chancellors Ghana from March to July 2006.
5. January 2003 to date, Member of Board of Directors of Act Now Foundation Ghana, a Kumasi based non-governmental organisation.
6. July 2006, facilitated the preparation of Medium Term Development Plan (2006 to 2007) for Ejisu-Juaben District Assembly.
7. Committee on the state of Museums Studies in our Universities in Ghana (2007 to 2009).
8. December 2010, facilitated the preparation of Medium Term Development Plan (2010 to 2013) for Asante Akim South District Assembly.
9. March 2011 to November 2011, Member of Silver Jubilee Anniversary Planning Committee, Christ Presbyterian Church, Anwomaso - Kumasi.

**CONFERENCES/WORKSHOPS/SEMINARS ATTENDED**

* **Participant,** Training Workshop for Senior Members of Registrar’s Offices on the theme “ATTITUDINAL CHANGE FOR HIGHER PRODUCTIVITY IN UNIVERSITYT ADMINISTRATION”, Tyco City Hotel, Sunyani, 30th August to 1st September, 2019.
* Fifth KNUST Summer School on the theme “Sustainable Development of Tertiary Institutions in Ghana amidst Economic and Security Challenges”, Quality Assurance and Planning Unit, KNUST, August, 2015.
* **Participant,** Retreat for Senior Members in the Registrar’s Offices, on “Managing the evolving trends in University management and administration”, MODAK Hotel, Kwahu-Pepease, Eastern Region, 19 -22 February, 2015.
* **Participant,** Fourth KNUST Summer School on the theme “Advancing Science and Technology through Effective Communication”, Quality Assurance and Planning Unit, KNUST, August, 2014.
* **Participant,** Procurement Workshop for Staff of KNUST, Anita Hotel, Ejisu, 8th – 11th August, 2013.
* **Participant,** Training Workshop for Senior Administrative and Professional Staff of KNUST, on the theme “UNDERSTANDING OUR ROLES AS UNIVERSITY MANAGERS”, November, 2013.
* **Participant,** Second KNUST Summer School on the theme “Raising the Standards for 21st Century University Education”, Quality Assurance and Planning Unit, KNUST, August, 2012.
* **Participant,** Retreat for Senior Administrative Staff in the Registrar’s Offices on “Developing Competent Skills for the Contemporary University Administrator”, Catholic Pastoral Centre, Koforidua, October, 2011.
* **Participant,** First KNUST Summer School on the theme: “Equipping Staff for Leading Change in Academia”, Quality Assurance and Planning Unit, KNUST, August, 2011.
* **Participant,** International Conference on ICT and Economic Development, Accra International Conference Centre, Accra, Ghana (March, 2004).
* **Participant,** Workshop on Organisational Development Organised by Registrar’s Offices at Busua Beach Resort
* **Participant,** Workshop on the MTEF Policy Review – Budget 2003 (August, 2002)
* **Participant,** Workshop on BPEMs and EMTEF organised by National Council for Tertiary Education (August, 2003).

**COMPUTER PROFICIENCY:** Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft Project, AutoCAD and SPSS.

### LANGUAGES: Fluent English and Akan (Twi), and average in Ga.

### INTERESTS: Football and athletics, Music, Reading and Site seeing.

 16 – 12 - 2020

-------------------------------- ------------------------------ Signature Date