

CURRICULUM VITAE

Personal Information

Name: Addai Abla Gladys (Mrs)
Date of Birth: 7th July 1970
Marital Status: Married
Number of Children: Three
Address: International Programmes Office, IPO, KNUST, Kumasi
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Email: gladyaddai@yahoo.com
Nationality: Ghanaian

1a. Institutions Attended

2005 -2008 Kwame Nkrumah University of Science And
Technology, Kumasi
1996- 1999 University of Cape Coast, Cape Coast
1991- 1993 Labone Secondary School
1986- 1991 O'Reilly Secondary School

1b. Academic Degrees Obtained

February, 2008 MBA [Human Resources Management], KNUST
August, 1999 B. Ed (Hons) Psychology, UCC
June, 1993 G.C. E Advanced Level Certificate, Labone Secondary School.
June, 1991 G.C. E Ordinary Level Certificate, O'Reilly Secondary School.

2.0 Administrative /Professional Experiences

2.1 University Administrative/Professional Positions held with dates:

A. August, 2018 to date Senior Assistant Registrar, International Programmes Office (IPO)

Core Schedules:

I am the Senior Assistant Registrar in charge of the day to day functions of the International Programmes Office (IPO) under the vice Chancellor's office. My duties include but are not limited to being a liaison between the university and its International partners. I review Memorandum of Understanding (MoUs) for KNUST and its external partners. My job schedule also includes coordinating staff and students exchange programmes on and off campus I also manage the routine administrative itinerary of the Dean of the IPO.

B. August 2016 to August, 2018 Assistant Registrar, General Administration, KNUST

In this role, I was responsible for the following:

Provision of general assistance to the Ag. Deputy Registrar in the discharge of his duties;

Assisting the Ag. Deputy Registrar in the servicing of the Welfare Services Board; Standing and Finance Committee; and Development Committees. I prepare agenda, take minutes of meetings, prepare draft of minutes and take action on minutes;

I attend Tender Openings and Evaluation Panel meetings for Works or Goods and Services with the Ag. Deputy Registrar or represent him at these meetings;

I assist the Ag. Deputy Registrar in working with the Heads of Estate Organisation, Maintenance Section, Grounds and Gardens, Sanitary Department, Security Services and Fire Unit to ensure effective running of the University Community;

I certify responses to requests for Owner Occupier Allowance, off Campus Allowance and renting of some facilities on Campus to staff, Students and outsiders;

I assisted the Senior Assistant Registrar at the Division in the discharge of her assigned roles and perform her duties when she is on annual or sick leave.

I was the substantive Secretary to the following Standing Committees under the division:

Board of Survey

Estate Organisation Management Committee

Accra Guest House Management Committee

Committee for Cooperation between KNUST and Chiefs of Surrounding Villages.

Senior Staff Club House Management Committee

KNUST Bus Services Technical Committee

I liaised with the Chairpersons of the above Committees to prepare agenda for meetings, cover the meetings and write the minutes as well as take action on minutes.

Supervise Junior and Senior Staff to perform their duties and

C. April 2010 to August, 2016: Assistant Registrar, College of Agriculture and Natural Resources (CANR), Faculty of Agriculture

I performed the following duties while serving as Assistant Registrar at the Faculty of Agriculture:

Daily Administrative Duties –

Responded to students' complaints and forwarded them to the appropriate office for redress;

Responsible for procurement of office equipment, furniture, stationery and other assets for the Faculty and Departments and ensured that they were well labelled and recorded in the Assets Register.

Prepared draft responses to official correspondence for the Dean's attention;

Received and attended to persons who visited the Faculty and departments for official business or came to make enquiries;

Received and attended to visitors on behalf of the College Registrar/ Provost;

Supported Senior Members to organise Seminars and Workshops for Colleagues and Students of the Faculty;

Supervised official duties of Senior and Junior staff as well as National Service Personnel of the Faculty;

Supervised municipal work at the College;

Assisted College Registrar to prepare for College Board meetings;

Assisted the College Registrar to service the Appointments and Promotions Committee;

Assisted in the management of Senior Members' promotional documents;

Monitored administrative matters at the satellites departments; - Animal Science, Agricultural Economics and Agribusiness, Crop and Soil Science and Horticulture.

Attended to staff needs and any other duties assigned by the Dean or Provost;

Organised orientation for newly admitted students of the College;

Assisted in organising matriculation for newly admitted students of the College;

Made presentations to students on the purpose and benefits of Academic Tutorial System during orientation;

Assisted the College Registrar to organise College Congregations from 2010/11 to 2015/16 academic years;

Verified and authenticated certificates and Academic transcripts of past students through the Examinations Office for Colleges and other Institutions both at home and abroad;
 Liaised with College/Faculty Examinations Officers and the Estate Officer to prepare Examination Halls for End of Semester Examinations;
 Liaised with Female Senior Members of the College to organise periodic seminars for female students of the College; and
 Worked with benefactors (Finatrade Foundation and others) of the College to ensure continuous relationship and support for the students.

2.2. Previous Positions Held with dates:

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| i. August, 2006 – April, 2010 | Principal Administrative Assistant,
Faculty of Social Sciences, CoHSS
KNUST, Kumasi. |
| ii. January, 2002 – Aug. 2006 | Senior Administrative Assistant,
Faculty of Social Sciences, CoHSS
KNUST, Kumasi. |
| iii. February, 2001 – Dec. 2001 | Teacher, Tapa Senior High School, Tapa, Ashanti |
| v. September 1999 – 2000 | Assistant Secretary, National Celebrations Planning Committee,
Osu Castle (National Service) |
| vi. August, 1993 – 1994 | Teacher, Hweehwee Roman Catholic JHS, Eastern Region
(National Service) |

3.0 CONFERENCES/WORKSHOPS/SEMINARS ATTENDED

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| 2 nd – 3 rd May, 2019 | Workshop on Research Leadership and Mentorship, KNUST |
| 24 th -26 th April, 2019 | Workshop on International Arbitration, Kumasi; |
| 11 th - 12 th October, 2017: | Workshop for Early Female Career Researchers/Administrators, KNUST |
| 21 th – 25 th August, 2017: | 7 th Summer School Workshop on “Technology, Manpower Training and Development” KNUST, Kumasi-Ghana; |
| 21 st April, 2017: | Workshop on Continuous Professional Development on the theme “Modern Trends in University Administration and Management”, KNUST; |
| 19 th – 22 nd February, 2015: | Training workshop for Senior Administrative and Professional staff in the Registrar’s Offices, KNUST, on “Managing new and Evolving Trends in University Management and Administration”. MODAK Royal Hotel, Kwahu Pepeease, Eastern Region; |
| 10 th March, 2015: | Workshop for Senior Members of the Registrar’s Offices, KNUST on “The Role of NAB in QA Management of Higher Education”; |
| 18 th - 22 nd August, 2015: | 5 th Summer School Workshop on “Sustainable Development of Tertiary Institutions in Ghana Amidst Economic and Security Challenges” KNUST, Kumasi-Ghana; |
| 24 th April, 2014 | Mentorship Training Workshop for Administrative and Professionals Staff, College of Science Auditorium, KNUST; |
| 18 th - 22 nd August, 2014: | 4 th Summer School Workshop on “Advancing Science and Technology through effective communication” KNUST, Kumasi-Ghana; |

26 th August to 2 nd Sept. 2013	3 rd Summer School Workshop on “Advancing Science and Technology through Effective Communication” KNUST, Kumasi-Ghana;
1 st - 3 rd November, 2013:	Workshop for Senior Members of the Registrar’s Offices, KNUST on “Understanding our roles as University Managers”;
21 st – 24 th August, 2012	2 nd Summer School on “Raising the Standards for 21 st Century University Education”;
7 th -9 th October, 2011	Retreat for Senior Administrative and Professional Staff of the Registrar’s Offices, KNUST on “Effective Team Building, Conflict Management and Managing through Change” held at Koforidua- Ghana; and
4 th April, 2011	Mentorship Training workshop for Female Senior Members, KNUST Change in Academia;

4.0 WRITTEN REPORTS, MEMORANDA AND PAPERS

4.1 Reports Written

I have written reports of Committees in the University on the following:

1. March, 2017 Revised criteria for the Appointments and Promotions of Senior Members (Non-Academic) Professional and Administrators, KNUST;
2. August, 2017 Reviewed Proposals for the establishment of BSc. Nursing, Midwifery and Community Health Nursing Programmes;
3. July, 2016 Investigation into misconduct by a staff - Mr. Yaw Kwarteng of the Agricultural Mechanisation Workshop;
4. September, 2016 Investigation into the alleged misconduct by Mr. Petras Ali Anab, a fourth-year student of the Department of Agricultural Engineering;
5. August, 2015 Reviewed Proposal for Affiliation– Presbyterian University College, Ghana;
6. December, 2015 Reviewed Proposal for the establishment of Doctor of Veterinary Medicine Curriculum;
7. June, 2015 Investigation into allegations of Alteration of Examination Results - Diploma in Architectural Technology (IDL);
8. September, 2015 Committee to review submissions of Colleges for Internal Accreditation;
9. January, 2015 Investigation into Allegation of Misconduct Against Kofi Oduro Mante;
10. April, 2014 Enquiry – Alleged plagiarism;
11. March, 2014 Committee to Investigate Allegation of Misconduct Against Derrick and others;
12. May, 2013 Committee to review proposal for the establishment of a Master programme in Sustainable and Integrated Rural Development.
13. May, 2013 Committee to review proposal for Restructuring of the Bureau of Integrated Rural Development (BIRD)
14. August, 2013 Committee to review proposal for affiliation of Catholic Institute of Business and Technology (CIBT) to KNUST
15. February, 2012 Committee to draft Teaching and Learning Policy for KNUST
16. August, 2012 Committee to Investigate Allegation of Misconduct Against Mr. Robert kabanga.
17. June, 2011 Committee to Investigate Alleged Replacement of Examination Results, FFRT.
18. July, 2010 Committee to review Proposals for Affiliation by Accra Polytechnic.

4.2 Memoranda:

1. February, 2018 The University Archive;
2. February, 2018 Appraisal of the Introduction of DVLA's Express Mobile Service on KNUST Campus;
3. January, 2018: Coping with Daily Life on Campus - The Challenges of Students with Disabilities;
4. January, 2018 Disposal of Boarded Equipment, Furniture and Fittings;
5. October, 2017: Academic Tutorial System: A Review;
6. June, 2017: Management of Broken Furniture and Unauthorized Structures on KNUST Campus – An Observation;
7. May, 2017: Orientation for freshmen;
8. February 2017: The Need to Supervise the Activities of Union Oil on Campus;

Interest: Reading, attending Conferences and cooking

- Referees:**
1. Prof. Richard Akromah, Former Provost, CANR
Faculty of Agriculture, KNUST
 2. Dr. Felicity Asiedu – Appiah, Snr. Lecturer
KNUST School of Business
 3. Yaw Owusu – Asamoah, Deputy Registrar,
General Administration, KNUST