**KOFI ADU** *[MA., MSc., BA]*

Date of Birth: 26th December, 1971

Marital Status: Married with three children

Current Rank: Senior Assistant Registrar, KNUST

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**EDUCATION**

**Qualification**

2014 Master of Public Sector Management

2011 Executive Certificate in Business Administration (Human Resource Management Option)

2001 MSc Development Policy and Planning (DEPP)

1996 BA (Hons) Geography and Resource Development

1990 Advanced Level Certificate (‘A’ Level)

1988 Ordinary Level Certificate (‘O’ Level)

**Institutions Attended**

2014 Ghana Institute of Management and Public Administration (GIMPA)

2011Graduate School of Governance and Leadership, Accra

1999–2001 Kwame Nkrumah University of Science and Technology (KNUST), Kumasi

1992–1996 University of Ghana, Legon

1988–1990 Prempeh College, Kumasi

1983–1988 Dormaa Secondary School, Dormaa Ahenkro

1977–1983 Rapid Preparatory School, Sunyani

**WORKING EXPERIENCE**

**Oct 2020 to date: Senior Assistant Registrar (Examinations Office)**

As Senior Assistant Registrar in charge of the Examinations Office, my responsibilities include the following

* Managing staff under the office
* Implementing university examination regulations and policies
* Coordinating and monitoring students’ examinations
* Liaising with Affiliations Office on graduation and preparation of certificates of affiliate institutions
* Coordinating and liaising with the National Service Scheme on national service-related issues
* Verifying academic documents (certificates/transcripts for graduates of KNUST and Affiliate institutions)
* Liaising with College/Faculty Examinations Officers to provide logistics for examinations
* Preparing certificates
* Maintaining register of graduates
* Coordinating and preparing graduands for Congregation
* Serving as Secretary to:
	1. Examinations Audit Committee
	2. Examinations Coordinating Committee
	3. Centralized Time Table Committee
* Performing any other duties that may be assigned by the Deputy Registrar (Academic Affairs)

**Aug 2017 – Sept 2020: Senior Assistant Registrar (Human Resources Development Division)**

As Senior Assistant Registrar, I was responsible to the Deputy Registrar (HR) in managing committees that were assigned to me and providing general assistance in the overall management of the Division.

First, as schedule officer for senior members (August 2017-April, 2018), I was responsible for providing assistance on recruitment and promotions of senior members by:

* Liaising with Colleges, Faculties, Departments and Units on recruitment and promotion of senior members and processing same for appointment and promotions.
* Preparing reports after UAPC meetings for consideration of Academic Board and Council
* Facilitating communication between External Assessors and the University to ensure timely delivery of external reports of promotion documents and;
* Liaising with the Finance Office on the payment of assessors and related expenditure on assessment of promotion documents, among others.

Second, as schedule officer in charge of Junior Staff (2018 to 2020), I was responsible to the Deputy Registrar (HR) on Junior Staff Appointments and Promotions by;

* preparing memoranda on Junior Staff matters for consideration by the Junior Staff Appointments and Promotions Committee;
* processing applications for appointments and promotions of junior staff;
* processing leave applications – annual, maternity, among others;
* receiving complaints of staff and helping to address same;
* maintaining and updating staff personal records;
* administering conditions of service of junior staff.
* processing and investigating workman’s compensation claims and liaising with Metro Labour Office for computation and;
* generally servicing the Appointments and Promotions Committee as Secretary, among others.

**Apr 2012 – Aug., 2017: Head, Publication and Documentation Unit (University Relations Office)**

As head of the Unit, I coordinated and facilitated the publication works of the University and also ensured the proper documentation of same. Some of the publications included;

* The Technocrat Magazine
* Journal of Science and Technology (KNUST)
* Recorders; Both Quarterly and Special
* Congregation Publications (Vice Chancellors report, Facts and Figures etc.)
* Serviced the Books and Publications Committee

**Nov., 2008 – Mar, 2012: Head, KNUST Accra Office and Coordinator of Accra Distance Learning**

* As head of Office, I performed administrative duties for and on behalf of the University by liaising with Ministries, Departments and Agencies on all matters relating to University business.
* Managed a 32 room Guesthouse/ facility equivalent to a 2- star Hotel on behalf of the University.
* Coordinated the University’s Distance Learning Programmes in Accra from three (3) Centers with student population of more than 2000.
* Managed, supervised and monitored the performance of about thirty (30) staff of the Guesthouse, in addition to National Service Persons posted to the Accra office of Distance Learning.
* Performed any other duties that were assigned to me by the Vice Chancellor, Registrar and the Dean of Distance learning.

**Jun, 2006 – Nov., 2008; Ag. College Registrar, College of Science**

* Represented the Registrar of the University in the discharge of his functions delegated at the college level
* Served as Secretary to all statutory and non-statutory committees in the college including the following:
1. College Board i.e. the highest decision making body in the College.
2. College Research and Conferences sub-committee
3. College Appointments and Promotions sub-committee
* Provided administrative support to the Provost of College on all matters relating to the organization of education, teaching, research and study of courses in the college.
* Managed, supervised and monitored the performance of administrative staff of the college in conjunction with Heads and Deans.
* Collaborated with Heads and Deans of the College tom address the needs of students and also help maintain their records.
* Liaised with College, Faculty and Departmental Examination Officers to register students, prepare time-table and schedule examinations etc.

**Jan 2005 - Jun 2006: Faculty Registrar, Faculty of Agriculture, College of Agriculture and Natural Resources**

August 2002 - December 2004; Assistant Registrar, General Administration, with additional responsibilities at the Staff Training and Development section as Secretary to the Scholarships Committee and the Research and Conferences Committee.

**Jan 1998 – Jul 2002: Assistant Budget Analyst, Ministry of Finance and Economic Planning**

I represented the Ministry of Finance in the preparation and monitoring of implementation of District budget estimates at the Asutifi and Tano Districts Assemblies.

**1997: Tutor, Ghana Education Service**

Taught Social Studies and Geography at the Presbyterian Senior High School, Bechem.

**September 1996: Postgraduate National Service**

Non-Formal Education Division (NFED), Sunyani.

**PAPERS, MEMORANDA AND PUBLICATIONS**

**Publications**

1. Acquah Mensah A., Amponsah O., Takyi S. A., **Adu K.**, and Braimah I. (2020). Legal Pluralism and Ghana’s land system and its implications for inclusive city development. Journal of Land Use Policy, Elsevier [Manuscript received for Publication].
2. Agyemang F. O, Amponsah O., Takyi S. A., **Adu K.**, and Braimah I. (2020). Formality or purposefulness: Political Economy of Development Planning at the local levels on Ghana. International Development Planning Review [Manuscript submitted for Publication]
3. Amponsah O., Kankam K., Takyi S. A., **Adu K.**, Braimah I. and Peprah C. (2020). The Value of Social Capital in slums and its implications for co-designing and co-producing slum upgrading interventions. [Manuscript submitted for Publication]

**Memoranda**

1. 2019 – **Adu K.** and Kuufare A. Memoranda on Promotion of Messengers/ Cleaners and others in the University
2. 2017 – **Adu K** and Andoh J.S. Joint memoranda on Deputy Registrar positions and its equivalence in the Administrative/Professional Class should be by promotion and not appointment
3. 2015 – Opoku-Amankwa K and **Adu K**. Joint memoranda on repackaging the KNUST Tecknocrat Magazine. The paper recommended the way forward for the magazine to meet its original objectives
4. 2013 - Reorganization of the Publication and Documentations Unit. The Paper highlighted the importance of the Publication and Documentations Unit and the need to resource it to deliver on its mandate
5. 2012 - Accra Distance Learning: Challenges and Recommendations for improvement. The recommendations to the Dean, IDL have impacted positively on policies/decisions with respect to the office.
6. 2011 - Acquisition of additional lecture rooms for KNUST Accra IDL. The Recommendations contained in a letter to the Dean of Distance Learning, dated 15th November, 2011 contributed to the acquisition of two new venues in Tema and Pokuase for IDL Accra lectures.
7. 2010 - Accommodation for Head of Accra office and other Senior Members. A Memo submitted to the Registrar on the need to purchase a piece of land to put up permanent accommodation for Senior Members posted to Accra on transfers.
8. 2008 - A Memo to the Provost, College of Science on a report by System Programmers with respect to the College’s on-line registration. The Paper triggered a stakeholders meeting that took far-reaching decisions which advanced the course of the College.
9. 2008 - The Nature and Function of Committee System and its impact on the Administration of Colleges. A paper accepted for presentation at the 2nd College of Science Biennial Research Conference held from 10th – 13th July, 2008 at Ho.
10. 2001 - Decentralized approach to Donor Support for Development in Ghana. A Study of European Union Micro-Projects programme Approach. A Project work in partial fulfillment of an award of a Master’s Degree in Development Policy and Planning.
11. 1996 - Impact of Energy on Socio-Economic Development: the Case of Electrification in Sunyani. A Project work in partial fulfillment for an award of a Bachelor’s Degree in Geography and Resource Development.

**COMMITTEES SERVED/REPRESENTED**

1. Feb 2020 to date; **Convocation Representative,** Security Management Committee
2. 2019: **Secretary,** Committee constituted by Academic Board to Review and Streamline Administrative Departments/Offices
3. 2019: **Secretary,** Committee constituted by the Vice-Chancellor to Investigate Two Staff of the Security Services
4. 2019: **Member,** Committee of Speech Writers
5. 2018: **Member,** Performance Management System Committee
6. 2017: **Member,** Registrar’s Offices Strategic Plan Committee
7. 2017: **Member,** Committee to Peer Review Report on Rebranding of the Registrar’s Offices
8. 2016-2018: **Secretary,** University Printing Press Management Committee
9. 2012-2017: **Secretary,** Technocrat Editorial Board
10. 2013: **Secretary,** Committee constituted by the Vice-Chancellor to review proposal for affiliation of Fountainhead University College to KNUST
11. 2013: **Secretary,** Committee constituted by the Pro Vice-Chancellor to develop a framework for Mentoring the next Generation of Leaders at KNUST
12. 2012-2017: **Secretary,** Books and Publications Committee
13. 2012: **Chairman,** Web Content Management Committee, KNUST
14. 2008-2011: **Member,** Accra Guesthouse Management Committee
15. 2007: **Secretary,** Vice Chancellor’s Committee to review proposal for the introduction of BSc. Landscape Design at the Faculty of Agriculture
16. 2004: **Secretary,** KNUST TALIF Committee
17. 2003: **Member,** Great Hall Management Committee
18. 2003: **Member,** Senior Staff Housing Committee
19. 2003-2004: **Secretary,** Scholarships Committee, and Research and Conferences Committee
20. 2002: Secretary to the following Committees:
* Transport Organization Management Committee (TOMC)
* Board of Survey
* Hospitality and Catering Services Management Committee
* University Safety Committee

**WORKSHOPS/CONFERENCES/SEMINARS ATTENDED**

1. 2019: **Resource Person,** Training workshop for all senior administrative staff in the College of Health Sciences on “Customer Care”
2. 2019: **Resource Person,** Workshop organized by the Human Resource Development Division for all KNUST Drivers on “Customer Service: Transport Department as an Essential Service Provider”
3. 2019: **Resource Person,** Workshop organized by the Human Resource Development Division and the University Health Services for Health Professionals on “Clients Care”
4. 2019: **Participant,** Continuous Professional Development (CPD) workshop on Professional Development in the 21st century University Administration, organized by the Ghana Association of University Administrators on Saturday 11th July in Cape Coast
5. 2019: **Participant,** Training programme for Senior Administrative Staff in the Registrar’s Offices as part of the Continuous Professional Development of staff from August 30th - September 1st, in Sunyani
6. 2019: **Participant,** 2-day workshop for Provosts, Deans and Heads of Department from 23rd-24th October in the Conference Room of the Great Hall, KNUST-Kumasi
7. 2019: **Participant,** Symposium organized by the MasterCard Foundation Scholars Program on ‘Team- Based’ Knowledge Management and Research Collaboration on 3rd June
8. 2018: **Participant,** 8th Summer school on improving Quality of Higher Education through Effective measurement and evaluation from August 20th - 24 organized by the Quality Assurance and Planning Unit (Vice-Chancellors Office), KNUST
9. 2017: **Participant,** 7th Summer School on Technology, Manpower Training and Development, 21st - 25th August
10. 2016: **Participant,** 5-day Research Methodology Course conducted under the framework of the DANIDA Funded-Building Stronger Universities (BSU II) project from 22nd to 26th February
11. 2016**: Participant,** 2-day Staff Development seminar conducted by the Career Development Centre (CDC)from 15th to 17th February, 2016
12. 2015: **Participant,** 5th KNUST Summer School on Sustainable Development of Tertiary Institutions in Ghana Amidst Economic and Security Challenges from 17 to 20th August
13. 2013: **Participant,** Workshop for Senior Administrative and Professional Staff of KNUST on understanding our roles as University Managers
14. 2013: **Participant,** 3rd KNUST Summer School Workshop for Senior Members on repositioning KNUST as a Global Institution: Effective Research Management as a Tool organized by QAPU and Grants and Research Office from 26th August to 2nd September
15. 2012: **Participant,** 2nd KNUST Summer School for Senior Members on “Raising the Standards for 21st Century University Education”. It was organized by the Quality Assurance and Planning Unit in conjunction with the Human Resource Development Division, KNUST, from 21st – 24th August, 2012
16. March 2012: **Participant,** Two-Week Intensive Course in “Effective Public Speaking and Presentation” organized by the Ghana Institute of Journalism in Accra
17. 2011: **Participant,** Three-day Workshop for Senior Administrative and Professional Staff of KNUST on Effective Team Building, Conflict Management, and Managing through change at Koforidua
18. 2010: **Participant,** Annual Retreat for Senior Members in the Registrar’s Offices at Pepease-Kwahu
19. 2009: **Participant,** British Council Communication Workshop on Proposal Writing from 29th – 30th January 2009, Accra
20. 2009: **Participant,** PMBOK- Based course in Professional Project Management (PMI) from February – May, 2009 by SM Consult Limited in Accra
21. 2008: **Participant and Presenter,** 2nd College of Science Biennial Research Conference held in Ho from 10th – 13th July
22. 2006: **Participant,** Research Retreat organized by the College of Science at Busua, Western Region
23. 2005: **Participant,** Seminar on Organizational Development organized by the Registrar’s Office, KNUST at Busua, Western Region
24. 2002: **Participant,** 2-week management course organized by the Institute of Local Government Studies, Tamale for District Budget Analysts in the Ministry of Finance and Economic Planning
25. 2001: **Participant,** 2-week Entrepreneurship training, organized by the Graduate Students Association of Ghana (GRASSAG), KNUST Branch
26. 1998: **Participant,** 3-month Budgeting and Financial Management Course, organized by GIMPA, from May to July, Accra
27. 1996: **Participant,** One-week Entrepreneurship training, organized by the Management Development and Productivity Institute (MDPI) and the United Nations Development Programme (UNDP)

**REFEREES**

Rev. Prof. Charles Ansah

Immediate Past Pro Vice Chancellor

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