

THEODORA ODURO, MSc, PMP

Senior Assistant Registrar, Student Affairs & Financial Services (SAFS)- DoS

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PERSONAL DETAILS & CONTACT:

- ◆ Date of Birth: 25th June, 1971
- ◆ Marital Status: Married
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- ◆ Email: theo.oduro@gmail.com
- ◆ Telephone: 020 659 0845, 055 996 9963

INSTITUTIONS ATTENDED WITH DATES

- ◆ Villanova University, Tampa Online Campus, Florida USA: 2008 – 2009
- ◆ Universität Dortmund, Dortmund, Germany and Kwame Nkrumah University of Science and Technology: 2000-2002
- ◆ Kwame Nkrumah University of Science and Technology: 1996 – 1997
- ◆ Kwame Nkrumah University of Science and Technology 1991 – 1994
- ◆ Mawuli School, Ho 1988 - 1990
- ◆ Mawuli School, Ho: 1985 - 1987

DEGREES/CERTIFICATES OBTAINED

- ◆ Master Certificate in Applied Project Management 2008 – 2009
- ◆ Project Management Professional (PMP) 2009
- ◆ M.Sc. Development Planning & Management 2000 – 2002
- ◆ Post Graduate Diploma, Industrial Management 1996 – 1997
- ◆ B.A Arts (Law & Sociology) 1991 - 1994
- ◆ GCE Advanced Level 1988 - 1990
- ◆ GCE Ordinary Level 1985 -1987

ADMINISTRATIVE AND PROFESSIONAL EXPERIENCE

March 2019 to Date

Student Affairs & Financial Services (KNUST Office of the Dean of Students)

Main Responsibilities

- ♦ Secretary to Student Financial Services and Management Committee
- ♦ Plan for the Committee's Meeting twice in a Semester and submit official report to the Pro-Vice Chancellor once per semester.
- ♦ Supervises the administrative staff and National Service persons within the Unit
- ♦ Issue Introductory and Attestation Letters to Diplomatic Missions in Ghana and other institutions
- ♦ Collaborate with Ghana Immigration Service (GIS) to facilitate the smooth processing of resident permits for International Students
- ♦ Work with the Deputy Registrar, Academic and the Senior Assistant Registrar at the Office of the Dean of Students to plan and organise orientation for freshly admitted students
- ♦ Serve as National Secretary of International Association for the Exchange of Students For Technical Experience (IAESTE)
- ♦ Maintain and Update students' records and files
- ♦ Explore and solicit for funds to support Student scholarships
- ♦ Support in the processes of interment of deceased students
- ♦ Solicit for placement of students for both internal and external work and study

January 2016 - February 2019

Zonal Coordinator/Assistant Registrar, Midland Zone; Kwame Nkrumah University of Science and Technology (KNUST) – Institute of Distance Learning (IDL)

Main Responsibilities

- ♦ Acted as a liaison officer between the study centres under the zones and the main IDL Office
- ♦ Provided academic and administrative support services to the study centres within the zone
- ♦ Monitored activities and provide strategic direction for the zone

- ♦ Supported IDL Management to ensure that Facilitators were duly appointed for all courses and were present for facilitation at scheduled time
- ♦ Provided the needed logistics to Facilitators to undertake their duties
- ♦ Worked with Programme Coordinators and Heads of Department to ensure that logistics for the Centres including course materials for students were supplied and uploaded at the Virtual Classroom at least two weeks before the start of the semester
- ♦ Ensured that students have clean and conducive environment to study
- ♦ Ensured Facilitators claim are paid promptly
- ♦ Held periodic meeting with the Centre Coordinators and other staff of the respective Centres to acquaint myself with issues affecting the growth and development of the Centre
- ♦ Marketed IDL within the Catchment Zone to be able to stay competitive
- ♦ Played a key role in planning and organising Facilitators Forum at least once each semester to discuss their problems and encourage them to give off their best
- ♦ Worked with Centre Coordinators to provide the needed environment and support for all IDL activities

PREVIOUS POSITIONS HELD WITH DATES

June 2012 to December 2015

Coordinator, Centre for Leadership and Professional Development (CLPD), Christian Service University College (CSUC), Kumasi, Ghana

Main Responsibilities

- ♦ Developed, implemented, supervised, and evaluated all CLPD programmes to ensure high quality and professional development of content and service delivery.
- ♦ Served as a professional resource for CLPD and staff as they designed and implemented high quality professional development programmes.
- ♦ Assisted the University College Management with the development of policies and procedures related to CLPD initiatives.
- ♦ Improved on the visibility of CLPD to its internal and external clients.

- ◆ Developed and disseminated information about the Centre’s programmes and activities
- ◆ Aggressively marketed CLPD programmes both within and outside the University Community
- ◆ Managed the terms and requirement of its partners and stakeholders
- ◆ Identified, recruited, and contracted Facilitators and Resource Persons
- ◆ Led the evaluation of Resource Person’s performance and the effectiveness of training programmes.
- ◆ Provided recommendations to Management for Improvement

August 2011 to May 2012 - Projects Manager – KITE Ghana, Accra & Kumasi

Main Responsibilities & Results

- Led the development of project concepts and proposals
- Assisted the initiation, planning, execution and the supervision of multiple projects, prominent among them were the Integrated Biomass Project: *a project which sought to demonstrate the combined benefits of fuel-efficient stoves, efficient charcoal production methods and sustainable forestry, in the Bole District* and led a team of six to undertake: *“a socio-economic study in relation to mini-grid electrification of seven island communities on the Volta Lake”*
- Initiated, designed, developed, and evaluated work schedules for projects.
- Reviewed project deliverables across projects assigned.
- Managed and coordinated two projects offices (Kumasi & Accra) and Project Officers
- Played an active part in creating a high performing team within the organisation e.g. active participation in team meetings and organisation’s events; and as part of KITE Management team, I played an active role in building strong professional relationships, and environment, which is positive, goal and action orientated.
- Monitored the quarterly/annual income and expenditure patterns of projects being implemented and managed.

Sept 2010 to August 2011: Research Officer/Secretary to Directors, TWRM, Michigan, USA

The Word Reflections Ministries (TWRM) is a faith-based organization formed exclusively for religious, charitable, and educational purposes by providing free, unlimited access to the ministry's unique and extensive collection of faith building resources and bible study tools.

Main Responsibilities

- Researched for data and information for the ministry's website on various faith-based topics
- Wrote and reviewed articles that are loaded and posted on the website
- Responsible for all ministry's correspondence and documentation and supported the president in communication and promotion of the ministry to the outside world.

Dec 2009 – June 2010: Volunteer

A Volunteer at Florida State University (FSU), College of Communication Project Management Centre. Working with Professor John Dubard

Main Responsibility

- Supports in the review and development of an online project management course for the project management centre which took off during the Fall Semester of 2010

Jan 2005 to July 2008: Projects Manager, KITE

Summary of some projects led

The Ghana Multifunctional Platform Programme was an energy for poverty reduction programme, implemented in five Sub-Saharan African countries, including Ghana. The project was funded by the Japanese Government (Human Security Trust Fund) through UNDP and UNOPS – Dakar. In Ghana, the project was implemented in Brong Ahafo and Northern Regions. The second component of the project was the income generating activities for selected women's groups in the project communities.

Main Responsibilities

- Spear-headed KITE's team that managed over 1.1 million US Dollars Ghana Multifunctional Platform Project, a UNDP/UNOPS sponsored energy for poverty reduction program
- Led the implementation, management, and coordination of the Project with international and local partners, including community based organizations working with youth and women.
- Managed project budget to ensure effective utilization of project resources
- Negotiated and awarded contracts (procurement management) to community based organizations, equipment suppliers and fabricators who acted as partners for the project
- Provided general supervision for the installation of 32 MFP equipment in beneficiary communities
- Led the capacity building and training activities of the project
- Designed and developed training guide and operational manual for training of beneficiary project management committees and income generation women's group.
- Facilitated and Presented project progress during project local and national stakeholders' meetings.
- Monitored, evaluated, trained and coached project team for increased performance
- Spear-headed KITE team that developed a proposal, mobilized funds and managed a 60,000 USD income generating activities project for women in selected communities
- Submitted annual, bi-annual, quarterly reports to project sponsors

Other Tasks

- Designed, developed and facilitated stakeholders assessment workshop on energy saving (CFL) bulbs project in Ghana
- Planned, developed and facilitated mid-year organizational assessment/review workshops that saved the company money from hiring external consultants
- Responsible for the orientation of new staff,
- Coordinate and Facilitated in-house seminars and on-going training of staff

- A member and Secretary to KITE Management Team

March 2003 to December 2004: Regional Coordinator, Eastern Region, EVORAP (GTZ/KfW)

GTZ and KfW and the Government of Ghana, jointly funded the Eastern and Volta Region Assistance Project (EVORAP). The project supported selected Small Towns in the project regions gain access to potable water, which beneficiary communities through their Water Boards operated, managed and maintained.

Main Responsibilities

- Led the implementation of project in 16 communities in the Eastern Regions
- Build the capacity of project team through training and coaching
- Organised, Facilitated, Trained and built the capacity Water Boards in project communities
- Presentation of project status and progress at local and national stakeholders meeting
- Organised, sensitised and animated potential communities to benefit from the project
- Managed the project database of communities' performance and submitted monthly analysis to project head office.

Aug. 2002 to Feb 2003: Development Planner (Senior Consultant) TREND Group

Main Responsibilities

- Organised, coordinated, and facilitated training programmes for communities and district based organisations involved in participatory development planning and capacity building.
- Evaluated and assessed beneficiary training programmes and performance after training
- Facilitated the development of community action plans and supervised its development in 5 communities

Sept. 1997-Aug 2000 Sociologist/Trainer (Community Management Expert), TREND Group

Main Responsibilities

- o Designed and implemented training programmes for water boards, WATSAN committees and facility management committees
- o Organised and facilitated Training of Trainers workshops for district and community leaders
- o Monitored, evaluated and assessed the performance of management committees
- o Performed quality assurance and coaching of training programmes
- o Maintained a resource database for training
- o Undertook reviews, surveys, assessments and evaluation of various development interventions in beneficiary

*1995-1996: **Marketing Officer** - - CITA Printing Press, Kumasi.*

- o Promoted company products to prospective customers/clients
- o Marketed company products to new clients
- o Participated in business promotion of company products

*1994-1995 **Tutor** — National Service - Nurses Training College, Kumasi, Ghana:
Taught Sociology & Basic Psychology*

CONFERENCES/SEMINARS/WORKSHOPS ATTENDED

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| 9 th March, 2020 | Workshop on Student Information System (SIS) and Vodafone SMS Portal. A Workshop held for selected Senior Members by UITS at the Computer Lab, Caseley Hayford Building. |
| 3 rd – 8 th February 2020 | Being a Leader and the Effective Exercise of Leadership: An Ontological / Phenomenological Model. KNUST – Kumasi. A Training Programme held at KNUST School of Graduate Studies. |
| 14 th & 15 th Nov. 2019 | Continuous Professional Development (CPD) For GAUA Members, in collaboration with the Institute of Public Relations (IPR), Accra at the KNUST Great Hall Conference Room. |
| 30 th August – 1 st Sept. 2019 | Training Programme for Senior Administrative Staff in the Registrar’s Offices, 2019 at Tyco City Hotel, Sunyani |
| 3 rd June, 2019 | Participant at Faculty Development Symposium. a programme jointly organised by MCF, KNUST, ASU |

	and Ashesi University, on the Theme “Team-Based Knowledge Management & Research Collaboration”.
23 rd – 25 th April, 2019	3 Day Workshop on Research Leadership and Mentorship. A training Workshop Organised by Building Stronger Universities, Project Phase Three (BSU III) at the IDL Conference Centre
15 th February, 2019	Continuous Professional Development For GAUA Members at IDL Conference Centre (SP 7)
20 th – 24 th August, 2018	KNUST 8 th Summer School, under the Theme: Improving Quality of Higher Education Through Effective Measurement and Evaluation; organised by Quality Assurance and Planning Unit. (SP 8)
2 nd – 4 th April, 2018	Training programme for Senior Administrative And Professional Staff in the Registrar’s Office of KNUST, Kumasi, Facilitated by Dr. Paul Effah, Accra (SP 9)

MEMORANDA AND ARTICLES

WRITTEN REPORTS, PAPERS, MEMORANDA, PUBLICATIONS

Reports

July 2020	Report of the Committee established by Academic Board to Develop Guidelines for Disbursement of Student Association Dues (SP 10)
June 2020	Report of the Local Organising Committee - The Pan-African Universities Debate Championship - (AKOFENA 2019) 8th – 16th December, 2019 (SP 11)
February 2020	Report of the Committee to review MSc Electrical Power System Engineering programme submitted by Accra Institute of Technology (AIT) an Affiliate institution of KNUST (SP 12)
November, 2019	Submission of Seven (7) Audit Reports for Six Affiliate Institutions. An assignment undertaken by a Five Member Committee for the University (SP 13)
October 2018	Report of the Committee to review Three Programme Curriculum submitted by Mountcrest University College, Kanda, Accra. Affiliate institution of KNUST (SP 14)

Memoranda and Position Paper

30 th May, 2021	Proposal For Reforms To The Lecturers Assessment Exercise
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26th May 2021	Admission of Regular Students To The Accra City Campus, Kwabenya, For the 2021/2022 Academic Year
29th June 2020	A Case for the Review of Fresher's Orientation Programme in KNUST (SP 15)
4th June, 2020	Ban the Singing of Profane Songs (SP 16)
6th January, 2020	Improving Security at the Accra City Campus-Kwabenya (SP 17)
6th January, 2020	Continuous Professional Development as a Criterion for promotion of Professional and Administrative staff (SP 18)
23rd August 2019	Restructuring the Office of the Dean of Students (SP 19)
13th June 2019	Establishment of An International Students Centre (SP 20)
13th June 2019	Establishment of a Unit for Student Career Services (SP 21)

PROFESSIONAL AFFILIATIONS

- Project Management Institute (PMI), Member since October 2008
- Project Management Institute (PMI), Tallahassee Chapter, Florida. Member, October 2008- March 2011
- Project Management Institute (PMI), Ghana Chapter. Member since 2011 to date
- Deutscher Akademischer Austausch Dienst (DAAD) Scholar (2000-2001)
- Student Member, SPRING International Association of Development Planners (SIADP) (2000-2002)

COMPUTER PROFICIENCY

Windows Professional, Microsoft Project, Microsoft Office Applications (Word, Excel, PowerPoint, Outlook,) & Internet

Service to KNUST Community

December 2019	Secretary, Committee to Plan for the 40 th Anniversary Lecture Series of Ghana Association of University Administrators, KNUST Chapter
October, 2019:	Secretary, Curriculum Review Committee to Review MSc Electrical Power System Engineering programme submitted by Accra Institute of Technology.
Sept. to December 2019	Secretary, to the Local Organising Committee for Pan African Universities Debate Championship.
Sept. to December 2019:	Secretary, Committee to Develop Guidelines for the Disbursement of Student Association Dues.

June to August 2019:	Secretary, Five Member Auditing Team: Auditing of Six (6) Affiliate Technical and Private University Colleges, Submitted Seven (7) Reports
February 2019	Secretary, MPhil Business and Management Programme Implementation Committee, a programme under KNUST-IDL
August – Sept. 2018:	Secretary, Curriculum Review Committee. Reviewed three Curricula submitted by Mountcrest University College, an Affiliate of KNUST.
Sept. 2018 to date	Secretary, Programme Advisory Board (PAB) MPhil in Intellectual Property (MIP) KNUST
Sept. 2017 to March 2018:	Secretary, Committee to Review Seven Proposed MSc Programmes. <i>The Committee became the Standing Committee for Reviewing Newly Submitted Programmes for KNUST IDL</i>
February 2018	Secretary, Committee to Organise Professional Seminar for MSc Accounting and MSc Finance and Investment Students. The Seminar, dubbed “KNUST-IDL Practitioners Forum” came off on Sunday, 22 nd April, 2018.
Feb. – April, 2018:	Secretary, Committee to Review Course Materials and Programme Re-Structuring for MSc Industrial Finance and Investment Programme, for KNUST IDL MSc Accounting and Finance

OTHERS SERVICES

Over the years, I have served as Resource Person in many Seminars and workshops as shown below:

July 2020	Resource Person, MasterCard Foundation Virtual Summer Camp 2020, 28 th – 30 th July, 2020. Presented on Ethical Behaviour Online to over 600 MCF Scholars over 3 days.
June 2020	Team Member, Awards Committee, Strengthening Engineering Ecosystems in Sub-Saharan Africa (SEESA) Project, funded by IDRC. A Pitching programme under the College of Engineering (15 th – 18 th June, 2020)
2 nd February, 2020:	Speaker at the National Union of Ghana Students (NUGS) General Assembly Meeting, held at the IDL Conference Centre, Kumasi

February 2020	Panel Member, IAESTE International Offer Selection Interview
January 2020	Panel Member, for the Interview of New Staff Recruitment for MasterCard Foundation
Jan. 2020 & Jan 2019	Team Member, Persons Calling Names during the Graduation Ceremony of Ministry of Health Training Institutions
October 2019	Moderator, Knowledge Sharing Conference: ERASMUS+ Project of the European Union (EU), dubbed EEISHEA (Enhancing Entrepreneurship, Innovation and Sustainability in Higher Education in Africa), 28 th – 30 th October 2019
September, 2019	Resource Person, MasterCard Foundation Scholars Programme. Freshers Orientation 2019. <i>Presented on the topics: Building a Sense of Community and Give-Back and Financial Management.</i>
September 2019:	Resource Person for MasterCard Foundation Scholars Programme, Freshers Orientation for Cohort 6
September 2019:	Resource Person for 2019/2020 Academic Year Freshers' Orientation Programme at all six (6) Colleges
July 2019:	Resource Person, Leadership Diary Training Programme for Youth Arise Organisation. Presentation on the Topic: <i>Career Choices and CV Writing Skills</i>
June 2019	Patron, Edu Fondazione Scholars Association, KNUST
May 2019:	Team Member, Strengthening Engineering Ecosystem in Sub-Saharan Africa (SEESA) Awards Committee for 2018/2019 Academic Year, at the College of Engineering, KNUST. A Pitching programme under the College of Engineering. A Project Funded by the International Development Research Centre (IDRC).
May 2019:	Resource Person, MasterCard Foundation Scholars Programme. Summer Camp 2019. Presented on the Topics <i>Project Management and Writing a Funding Proposal for Community Based Project</i>
April 2019	Special Guest, GRASAG-KNUST Annual Awards and Dinner Night, at KNUST School of Business Auditorium
January 2019	Certificate awarded to me for being a support staff for "The Research Seminar for Technical Universities" Organised by The Institute of Distance Learning)

- August 2018 Resource Person, 8th KNUST Summer School, 20th – 24th August, 2018
- August, 2018: Resource Person, MasterCard Foundation Scholars Programme, Orientation for MCF Scholars Cohort 5
- June 2018: Resource Person, Leadership Diary Training Programme for Youth Arise Organisation
- May 2018: Resource Person MasterCard Foundation Scholars Programme. Summer Camp 2018. Presented on the Topics: *Project Management for Individual and Community Based Projects and Writing Funding Proposals*
- 2016/2017 Academic Year to Date **Service Lecturing** at the Department of Horticulture in Career Development for First Year Students in BSc Landscape Design and Management
- September 2017: Resource Person MasterCard Foundation Scholars Programme. Orientation of Fresh Students of Cohort 4. Presented on the Topics: *Building A Sense of Community and Give Back, and Financial Management.*
- June 2017: Committee Member, Development of a Top-Up Degree Programme in Agriculture in Distance Learning mode, Under the Faculty of Agriculture
- May 2017: Resource Person, MasterCard Foundation Scholars Programme. Summer Camp 2017. Presented on the Topics: *Project Management for Individual and Community Based Projects, Part 1 & 2 and Emphasising Give-Back*
- September 2016: Resource Person for MasterCard Foundation Scholars Programme, Freshers Orientation for Cohort 3, presented on *Building a Sense of Community and Give Back, Financial Management and Personal Grooming*
- September 2016: Guest Speaker and Mentor, KNUST Africa Hall Ladies Conference under the theme: *The Domite, her Academics, Career and Future*
- May 2016: Resource Person, MasterCard Foundation Scholars Programme, Summer Camp 2016. Presented on *Project Management for Individual and Community Based Projects, Part 1 & 2 and Emphasising Give-Back*
- 2016/2017 Academic Year to Date: **Service Lecturing**, in MSc Project Management, a Postgraduate programme under Dept. of Construction Technology Management, KNUST-Kumasi

REFEREES

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