



CIAMC

Chartered Institute of Administrators & Management
Consultants - Ghana

Brief on CIAMC Professional Certification Programmes



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CIAMC

Chartered Institute of Administrators & Management
Consultants - Ghana

About Us

The purpose of the Institute is to promote excellence in the practice of professional administration and management consultancy by examining, chartering, and regulating its members. The Institute is a body corporate with perpetual succession capable of suing and being sued in its own name and of performing such acts as are necessary for and incidental to the achievement of its objects, the exercise of its powers and the performance of its functions and duties under this Constitution or under any statute of the Republic of Ghana. The vision of CIAMC is to be a leading institution in Africa, promoting and ensuring professionalism in the practice of administration and management consultancy through life-long learning.

The Institute since its establishment has worked towards the achievement of the following objectives among others;

- To achieve total national and international recognition for its research and promotion of modern practice of professional administration and related allied institutions;
- To co-operate with Government Higher institutions, professional and examining institutions worldwide in developing a coherent system of advanced education and research in professional administration and related disciplines;
- To conduct examination and other tests to assess skills and knowledge of persons seeking to become members of the institute; to issue membership certificates and professional license to such persons after passing the prescribed academic and professional examinations and to provide for the use of designatory letters by person granted membership of the institute at various levels;
- To publish journals, books and other educational materials; to establish libraries; to provide advisory services and set up machineries and institutions for the training of persons seeking to become members of the institute and to promote national and international collaborative programmes world-wide.

1. Registration Details:

The Institute was established and licensed in Ghana, as a Prestigious, Examining, Licensing and Regulatory Professional Body, incorporated under the Companies Code, 1963 (Act 179) as a Company limited by guarantee, on the 11th of May 2001. After meeting the statutory requirements, on 20th January 2004, the Institute was duly registered as a Professional Body in accordance with the provisions of the Professional Bodies Registration Decree, 1973 (NRCD 143). And on the 19th of April 2004, to reflect the mission and wider aspirations of the institute, the name of the institute

was changed by Special Resolution and with the Approval of the Registrar of Professional Bodies to the Chartered Institute of Administrators and Management Consultants-Ghana (CIAMC)

1.1 Organizational Structure:

The organization structure combines the organizational functions of Governance and Administration. Governance involves policy formulation while administration involves the implementation of Policy.

1.2 Governance

a) The governing body called the Board of Trustees is the highest policy making organ of the Institute subject to the Annual General Meeting. The Board of Trustees shall be composed of the Chairman, Vice Chairman, Chief Executive Officer, Financial Secretary, Chairpersons of the permanent / standing committees of the Board, three other members and the immediate-past Board Chairman (as an ex-officio member who serve only one term after leaving Office).

b) CIAMC is governed by its Board of trustees, which ensures that:

- ❖ The Institute act in the best interests of beneficiaries;
- ❖ Make sure money is spent on purpose intended;
- ❖ Operate within an organisational structure which sets out purpose and rules; and
- ❖ Avoid conflicts of interest.

Committees

- a) The Board of Trustees of the Institute shall have the following five permanent standing Committees:
- Education and Professional Examinations Committee (EPEC)
 - Membership and Continuing Professional Development Committee (MCPDC)
 - Finance and Projects Committee (FPC)
 - Corporate Communications Committee (CCC), and
 - Professional Conduct and Ethics Committee (PCEC)

1.3 Strategic Direction

Vision Statement

To be the leading institution in Ghana, promoting and ensuring professionalism in the practice of administration and management consultancy through life-long learning.

Core Values

The six core values of the Institute are the following:

1. **Elevating the Professional Status of Administration and Management Consulting** in Work and Organizational Systems Development
2. **Quality:** Reaching an objective understanding of customer requirements and using all our resources to satisfy those requirements
3. **Professionalism:** A professional work place attitude, performance and appearance that allow employees to take pride in their work and improve work performance.
4. **Human Capital Development:** Ensuring respect for employees as individuals and providing opportunities for their personal development and advancement. Respecting the dignity and recognizing the merit of all employee. Providing equal opportunity for employment, development, and advancement for those qualified.
5. **Passion for Excellence:** Acting ethically and continually striving for excellence in our performance and those of our members.
6. **Social Responsibility:** Our first responsibility is to the trainee administrators and consultants, our employees, employers and all others who engage our professionals and use our services. We are also responsible to the communities, in which we live and work, and to the world community as well. In meeting their needs, everything we do must be of high quality unquestionable.

2. OUR PROFESSIONAL PROGRAMMES

1. Rationale

The job of professional administration and Management consultancy has become more sophisticated because of the ever-growing complexity of the modern business and client needs. The pressures facing governments and businesses are intense and multifaceted. Capital markets, consumers, boards of directors, and shareholder / voting masses, all demand that Professional Administrators possess high level professional qualification that will impact in them, the strategic management skill and expertise that will enable them to formulate powerful corporate strategies to cope with their daily managerial functions, even in complex situations.

2. The Guiding Philosophy

No matter your professional calling, at the peak of your technical career, you become an Administrator either as Head of Department, Divisional or Branch Director, Chief Executive Officer, Registrar, Dean, Managing Partner etc. At this stage, the Professional is more involved in the management of human, material and financial resources as against his/her technical area of competence. As an umbrella professional institution CIAMC has its examination syllabus designed to prepare the student to become a professional chartered administrator.

The examination aims at producing **a professional administrator, who is theoretically knowledgeable, technically competent, practically oriented and ethically guided in practice.**

Secondly, the professional examination is a requirement for the chartering of graduates of the pre-licensing programme into the licensed management consultancy field. The broad nature of Management as a discipline and management consultancy as makes it a necessity that the Professional Chartered Management Consultant be equipped with the broad subject areas of Management.

3. Scheme Objective

The objectives of this scheme therefore are:

- To provide recognized professional qualifications in the public sector, industry, commerce and various offices of practicing management consultants,
- To give status to the professional administrator, and
- To provide opportunity for the successful students to progress to the professional membership of the Institute as “chartered Administrators and Licensed Management consultants.

4. The Programme Categories:

- A. The Pre-Professional Licensing Qualifying Programme
- B. The Professional Licensing Programme
- C. The Experienced Practicing Administrators and Consultants Programme

D. Direct Admission

The programme contents are aimed at equipping members with the tools of management and leadership problem solving skills. A Member's professional competency should be demonstrated in terms of:

- knowledge in theory and its practical application,
- analytic and consulting skills,
- professional attitudes and ethical standards.

Licensed members are encouraged to publish articles and make presentations during the annual license revalidation seminar. Selected presentations will then be published in the Institutes Research Journal.

4.1 THE PRE-PROFESSIONAL LICENSING QUALIFYING EXAMINATIONS

(professional postgraduate membership qualifying programme in administration and management consultancy), structured into diploma, higher diploma, and bachelor degree equivalents

The programme is categorized into three entry options:

- Basic Level Examinations in Management Studies
- Operational Level Examinations in Management Studies
- Management Level Examinations in Management Studies

a) **Basic Level Examinations in Management Studies –BLMS (Foundation)**

Entry Requirements

(West African Examinations Council (WAEC) Examinations Category)

i. Senior Secondary School Certificate Examination (SSSCE)

Compulsory Subjects - Grade D or better in three (3) core subjects, including English and Mathematics (Core) and Elective Subjects – Grade D or better in three (3) elective subjects.

ii. West Africa Senior School Certificate Examination (WASSCE)

Compulsory Subjects - Grade C6 or better in three (3) core subjects including English and Mathematics (Core) and Elective Subjects – Grade C6 or better in three (3) elective subjects.

iii. General Certificate of Education (GCE) Advanced Level

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science subject (for non-science students) and an Arts subject for Science students.

iv. Advanced Business Certificate Examination (ABCE)

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE).

Basic Level Courses

1. Personal & Organizational Ethics
2. Organizations and Value Creation
3. Business Law
4. Quantitative Methods in Business I
5. Office Administration Principles
6. Leadership and Management Development
7. Introduction to Public Administration
8. Management Consultancy Principles
9. Procurement and Logistics Management
10. Enterprise-Wide Risk Management
11. Corporate Governance and Leadership
12. Operations Management
13. Organizational Development and Change
14. Professional Administrative Management
15. Introduction to Alternative Dispute Resolution

b) Operational Level Examinations - OLE (Intermediate)

Entry Requirements

- HND or equivalent professional qualification
- Successful completion of BLMS
- Mature Students- (Senior Managers and Senior Civil Servants with 15 years working experience or more and with credit in English and Mathematics). The individuals' admission shall be determined by interview or by an aptitude test.

Operational Level Courses

1. Introduction to Public Administration
2. Management Consultancy Principles
3. Procurement and Logistics Management
4. Enterprise-Wide Risk Management
5. Corporate Governance and Leadership
6. Operations Management
7. Organizational Development and Change
8. Professional Administrative Management
9. Introduction to Alternative Dispute Resolution

c) Management Level Examinations - MLE (Professional Level)

Entry Requirements

- BSc/BA/BBA or equivalent professional qualification
- Successful completion of Operational Level Examinations

Management Level Courses

1. Enterprise-Wide Risk Management
2. Corporate Government and Leadership

3. Operations Management
4. Organizational Development and Change
5. Professional Administrative Management
6. Introduction to Alternative Dispute Resolution

4.2 THE PROFESSIONAL LICENSING PROGRAMME (CMC & ChPA)

Who qualify to apply?

- i. Practicing Managers/Administrators with Master's degree or equivalent
- ii. Holders of CIAMC Pre-professional graduate membership certificate (completion of Management Level Examinations)
- iii. or equivalent professional qualifications

The programme is divided into five main parts namely:

- A. Professional Administration Practice – Admin Theories, Functions, Competences and Practice; Situation Analysis and Problem Definition; Stakeholder Engagement, Needs Assessment and Baseline Survey; Operational Case Study, Review and Evaluation, and reporting
- B. Competitive Management Consultancy - Theory and Practice,
- C. Training Professional Development - Theory and Practice,
- D. Strategic Audit – Theory, Field and Investigative Research, and
- E. Legal Studies Applicable to Administration and Consultancy

4.3 EXPERIENCED PRACTICING ADMINISTRATORS AND CONSULTANTS (CMC & ChPA)

4.3.1 Who qualifies to apply?

- i. Senior corporate executives in private, public and NGO sectors with relevant post graduate qualification and administration experience
- ii. Senior corporate executives in private, public and NGO sectors with relevant post graduate qualification and consulting experience
- ii. Practicing Management Consultants

4.3.2 Three Application Options:

Option 1

Basic Level: Entry point for consultants with a minimum of three (3) up to nine (9) years of management consulting experience as independent or internal consultants with five satisfactory client's evaluations. Applicant must have a Bachelor's degree or at least 5 years of work experience including 3 years of full-time consulting plus significant professional education in management consulting, and pass a written and oral examinations.

Option 2

Experienced Level: Entry point for consultants with minimum of ten (10) years working experience as independent or internal consultant. Applicant must meet the Basic Level requirements. The scope of the written and oral examination may be reduced by taking a challenge examination.

Option 3

Executive Management Level: Entry point for high level managers with 20 or more years' experience with at least 3 years of consulting with clients and accountability for successful completion of projects involving management consultants and otherwise meeting requirements of the Basic track. The scope of the written and oral examination may be reduced by taking a challenge interview.

4.4 DIRECT ADMISSION

Management from time to time recommends to the Board personalities who have excelled in business and public administration at the national and or international levels for direct admission.

5. Faculty and Facilitation Approach

We have an interdisciplinary team with diverse background from academia and practicing consultants. The professional licensing programme is organized per seminars and instructor session together with private studies. Focus is on SKILL acquisition for

- expert analysis and diagnosis of situations,
- alternative solutions designing, and critical evaluation for effective decision making as administrator and consultant

All are required to come to lectures with laptops and modems for online research, exercises, slide preparation and PowerPoint presentations when necessary.



6. Certificates to be awarded:

- Chartered Management Consultant (CMC) and Chartered Professional Administrator (ChPA) certificates, and
- Associate Member, Full Member or Fellow of the Institute

7. Scheme Beneficiaries

Career Administrators, CEOs, Registrars, Administrative Secretaries, Secretaries, executive administrative assistants, executive assistants, senior administrative assistants and office/administrative managers from industries ranging from construction to finance to hospitality across the public and private sector shall benefit from the transformation into competent and ethically guided managerial leaders. Secondly, the entire economy will benefit from the increased productivity of a well-trained and disciplined work force, the Professional Administrators and Internal Consultants.

Furthermore, the individual Chartered Administrators as well as the organizations they are working for shall benefit immensely from the outcome of this programme. The discipline instilled will eliminate Administrator's abuse of bureaucratic structures of government, extortion, insensitivity to client, and attitudinal lapses in the performance of their duties.

8. General and Customized Training for organizations in varied areas in management.

The training curriculum is developed or adapted to meet the education and training needs of the specific firms, which often belong to a particular sector. The perfect training is not just about the

employee. It's about the organization's needs, too. Perfect training is where training goals meet business objectives in a win-win kind of situation.

9. Mandatory Continuing Professional Education (MCPE)

There is a mandatory continuous professional development programme for members. The *raison d'être* for the MCPE is that the Chartered Administrator and Licensed Management Consultant must continuously update his knowledge and skills to remain competent and abreast of current developments in the field. The MCPE therefore is a skill renewal process, and a channel for knowledge acquisition through training and retraining.

10. Membership Grades

- ✓ Fellow- (FChA, FCMC)
- ✓ Full Membership (MChA, CMC)
- ✓ Associate Member (AChA, CMC)
- ✓ Licentiate Member (LCIA), (professional licensing students)
- ✓ Graduate Member (GCIA, Admin. & Consultancy), and then
- ✓ Affiliate Grade for those studying for CIAMC postgraduate qualifying levels (pre-professional licensing level)

11. Professional Code of Practice

There is a code of ethics regulating relations of professional persons with clients, the Institute, the profession, employers, employees and with colleagues.

12. The Programme Structure and Content

A) Professional Administration Practice

1. Filling of Internship Manual – accounting for the managerial-leadership functions and skills employed
2. Management Challenge Action Research Project Parts 1 & 2:
 - Situation Analysis and problem definition
 - Objective Setting and Decision-making (Administrative and Performance Theories)
 - Organizational, Administrative and Performance Theories in decision-making
 - Baseline Studies, Needs Assessment and Stakeholder Engagement
 - Implementation, Monitoring, Evaluation and Reporting
3. Professional Administration Practice
4. Internal Consultancy in Administration
5. Administrative Law

6. Health Safety and Work Environment Management
7. Professional Ethics and Codes of Practice
8. Management of White-Collar Crime
9. Scholarly Writing and Presentation
10. Communication and Presentation skills

Duration: 5 days of lecture, 6 months internship, 3 months to submit assignments and complete projects for defense. An investigative report presentation session will be held before a panel of examiners.

B) Management Consultancy Practice

1. Consultancy Theory
2. Concept Paper
3. Expression of Interest
4. Technical and Financial proposal
5. Contract Negotiation and Contract Law
6. Marketing of Consultancy Services

Award: Advanced Certificate in Management Consultancy Practice

Duration: 4 days of lecture, and two (2) months to complete assignments and a competitive bidding project. A competitive presentation session will be held before a panel of examiners.

C) Strategic Auditing

1. Corporate Performance Evaluation
2. Operational and Financial Appraisal (Balanced Score Card and Ratio Analysis)
3. Worksheet Analysis Approach
4. SWOT, TOWS and QSP Matrix
5. Procurement Law

Award: Advanced Certificate in Strategic Auditing

Duration: 4 days of lecture, 2 months to complete assignments and project. An investigative report presentation session will be held before a panel of examiners.

D) Training Professionals Development

1. Roles and Competencies of Trainers
2. Theories of Adult Learning and Training Needs Assessment
3. Training Manual Development
4. Budgeting for Training and

5. Post Training Audit

Award: Advanced Certificate in Training Professionals

Duration: 4 days of lecture, 2 months to complete assignment and project

E) Legal Studies Applicable to Administration and Consultancy

1. Procurement Law and Contract Negotiation
2. Administrative Law
3. Labour Law
4. Constitutional Law
5. Arbitration and Mediation

Award: Certificate in Legal Studies Applicable to Administration and Consultancy

Duration: 4 days of lecture, 2 months to complete assignment and project

F) Modern Technology in Administration

1. Introduction to Modern Administrative Technology
2. Mastering Google Workspace Essentials
3. Unleashing the Power of Microsoft Office Suite
4. Integrating Modern Technology into Administrative Practices

NB: Candidates are awarded **Chartered Management Consultant (CMC)** practicing license after completing all six parts.

Examination Policies

Examination Services

The following services shall be rendered by the Institute –

- **Failure Report**

Students who fail a subject may request a detailed report. This report shall contain indications by the examiner regarding the reasons for failure. Written requests must reach the Office of the Registrar together with the relevant fee within three weeks after results are released.

- **Model Question Papers**

Students may purchase model examination papers from the Institute.

- **Remark of examination script**

Students who achieve a mark between 45% and 49% may request that their scripts be remarked. Written requests must reach the Office of the Registrar/CEO together with the relevant fees. Requests for model/past papers and reports must be made in writing and must be accompanied by the relevant fee. Students may also purchase suggested solutions for model/past papers from the Institute.

- **Subject Syllabuses**

Detailed syllabus as contained in the exams guide may be reviewed without notice.

- **Lists of prescribed and recommended textbooks**

Details of recommended textbooks are given at the end of each subject syllabus.

- **Academic Statements**

Irrespective of the number of subjects passed, a student may request a detailed academic statement, reflecting the subject(s) he/she has already passed. This statement will be printed on an official CIAMC letterhead and is issued for a fee. The Institute will advise students of their marks, per question-whether the subject has been passed or failed. Written requests must reach the Office of the Registrar/CEO together with the relevant fee.

- **Examiners' Reports**

Examiners' comments on various aspects of the examinations shall be published regularly.

- **Membership publications**

Students may subscribe to the "Ghana Management Review" at reduced rate.

Entering for Examinations

- ❖ Only registered students will be allowed to enter for the examinations.
- ❖ Students are to complete an examination entry form in full.
- ❖ Submit the form together with prove of examination fee.
- ❖ The admission form will indicate the subject(s) a student has entered for,
- ❖ Students must take their students valid identity document to the venue.

Cheating During Examinations

Should a candidate at an examination be found cheating, his or her entry to that session of examinations will be cancelled and appropriate disciplinary action will be taken by the Institute.

Cancellation of Examination Entries

- ❖ You may cancel your entry due to illness or family bereavement in which case supporting documentation is required by the Office of the Registrar/CEO.
- ❖ Your cancellation request must reach us on (or before) the examination date.
- ❖ You will be required to re-enter for your cancelled subject(s), in the usual way (by completing an examination entry form).

Examination Venues

- The Institute shall arrange for students to write examinations in approved venues. Students are expected to travel to these venues to write examinations.
- Special examination facilities for disabled students can be arranged. You should write to us as soon as your registration confirmation has been received.

Examination Results

CIAMC employs academicians and professional experts, who are to be moderated by partner quality assurance team, as examiners (internal and external). Examination papers are set and marked by examiners, and moderated by the moderators. Results are then released in two ways: in the form of printed lists for display at various centers in Ghana and on individual results letters which are communicated to examination candidates.

The decisions of the examiners, moderators and Education and Professional Examinations Committee (EPEC) are final, and no communication regarding results will be entered into. Students who are not successful in examinations may request one or more reports to assist them in understanding how their examination answers were inadequate and to help them prepare to take the examination again (see services). Students who achieve results between 40% and 49% may request a remark of their scripts. In no circumstances will any of the answer booklets be returned to students.

In an effort to assist candidates who fail, markers are required to give a breakdown of candidate's shortfalls in each subject of the examinations. This feedback should help candidates to focus their

revision efforts for a future sitting of that subject. The results notification will be accompanied by information explaining how to interpret the feedback.

Publication of Results

The Institute reserves the right to publish examination results, whether successes or failures. Results shall be sent to employers only after they have been issued to candidates.

Re-marking of Papers

If a candidate received a fail grade F for any paper, he/she can request that it be re-marked only after:

- Paying a fee, which will be refunded if the original grade is amended to a pass,
- Applying for re-marking within three weeks of the results being dispatched.

The candidate will have to wait for his/her result before entering for the next available exam session.

Preparing for Examinations

Candidates studying through colleges have the benefit of receiving guidance on planning their studies, study methods, and preparing for and writing examinations. These notes are designed to help those students studying on their own to prepare themselves effectively for their examinations. However, it is hoped that all candidates will benefit by reading them.

Get the basics right

Study environment

- Create a study space which will facilitate effective study: private and as quiet as possible.
- Have a chair and large enough working surface available as well as easy access to study requirements: your textbooks, a dictionary, files, writing materials, etc.
- Adequate lighting and ventilation are essential.

Planning Studies

- Study involves sacrifices: prepare for this and ensure co-operation of family, friends, and partner in securing freedom for regular study periods (with rest breaks).

- During the revision period avoid “burning the midnight oil” – be at optimum physical condition for the examination.
- Set a detailed revision programme for the last 3 weeks, allowing sufficient time for each subject being written. This will involve breaking each syllabus down for revision. Then do it – concentrating on areas that you find difficult.
- Review the style of each examination paper so that you are not faced with surprises in the examination room.
- Have the entire examination requirements ready (including travel arrangements) well before the date.
- **Writing the examination**

Before you start writing

- Evaluate the general instructions: time allowed (usually 3 hours), number of marks instructions concerning compulsory or alternative questions.
- Calculate the marks per minute rate e.g. 100 marks for a three-hour paper allowing approximately 3 minutes of preparatory reading, 3 minutes per hour assessing questions and checking answers, and 3 minutes for a final check means roughly 1½ minutes per mark = 15 minutes for a 10-mark question
- Decide on the questions to be answered, note your start time, plan your first answer and start writing with confidence.

Essay-type answers

Presentation is all-important: **write to be read!** The examiner has very little time to mark each script and so must be able to read quickly. Ensure that the examiner can pick up every point you are making with:

- Precise writing style: Write naturally with short sentences, **simple** language (don’t try to impress) giving facts and communicating your opinions where appropriate.
- Pay attention to the instructions: 10 – 15 lines means just that in reasonably sized handwriting; 10 marks in a 3-hour paper means not more than 15 minutes.
- Answer within the limits of the question and follow the direction (key) words like ‘list’, “discuss”, to the latter (see **keywords** below).

Completing multiple-choice questions

- Read the instructions very thoroughly.
- The choices are designed to establish your understanding of the topic, so evaluate each optional answer carefully before selecting the most appropriate (correct) answer and entering your response on the answer sheet.

Follow exactly the instructions concerning the handing- in of the answer sheet.

The Learning Process

The learning process includes lectures, reading and preparation of assignments, case studies, presentations, and research work involved in the preparation for group presentations and final examinations.

Assessment Methodologies:

A. Continuous Assessment --- These may consist of homework assignments and/or daily quizzes and in-class activities. Students will participate in in-class activities designed to improve critical thinking skills, strengthen knowledge of the subject material, enhance understanding of the technical and applicable aspects of the subject matter, and encourage individual and collective participation.

B. Final Exam---The Final Exam is comprehensive, covering, either directly or indirectly, the entire course's learning outcomes.

Award Requirements

In order to be awarded an Affiliate membership for the program attended, students must obtain a 65% cumulative grade point average.

Payment Policy

Fees are expected to be paid before commencement of the Professional Licensing Programme. Where applicants are not able to pay outright, a negotiated installment package may be allowed, stating the acceptable initial deposit and the period for the spread of the remaining amount. Members could also arrange for their fees to be deducted at source by their respective institution and paid into the Institute's bank account.

Where a candidate is being sponsored by his /her employer or any sponsoring organization; and where such payments is not done before the commencement of the programme, the employer or sponsoring body shall be required to make an undertaking in writing to cover the payment of the candidate in question.

Payment of fees and submission of assignments

- Payments delayed after two months may lead to suspension from participating in subsequent lectures until one is paid up.
- Payments delayed after two months may lead to deferment of course.
- The Secretariat would not collect Assignments, Internship Manuals and Projects from students who owe.

BOARD OF TRUSTEES

The Board of Trustees is made up of the following:

1. BOARD CHAIRMAN



Ehunabobrim Prah Agyensaim VI, FChPA, FCMC - King of Owirenkyi Traditional Area and the President of the Owirenkyi Traditional Council, Assin Kushea. He is the CEO of Industrial and Engineering Services, and former Member of the Council of State of Ghana. He is the Chairman of the Ghacem Cement Foundation, a Barrister-at-Law and Solicitor of the Supreme Court of Ghana, Chairman of Perseus Mining Ghana Limited, and Chairman of the Cape Coast Teaching Hospital Board.

2. BOARD VICE CHAIR / CHAIR, PROFESSIONAL CONDUCT AND ETHICS COMMITTEE



Professor Margaret Ivy Gyan, MPhil, PhD, FCMC, FChPA, - Associate Professor of Communication at the Department of Communication Studies, University of Ghana, She is currently a member of the Eighth (8th) Council of State of the Fourth (4th) Republic of Ghana

3. CHIEF EXECUTIVE OFFICER & BOARD SECRETARY



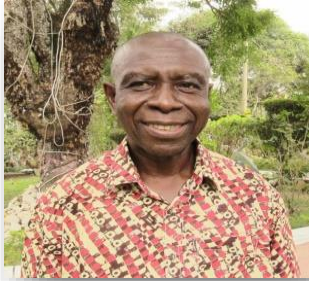
Mr. Samuel Mawusi Asafo, BA, EMBA, MSc, PhD student, FChPA, FCMC, CIPM - He is a Training Professional, Strategic Audit Consultant and a Professional Administrator.



4. FINANCIAL SECRETARY & CHAIR, FINANCE AND PROJECTS COMMITTEE)

Mrs. Akua Bonsu-Owu, BSc, EMBA, CA, CMC, ChPA - Director of Finance, Adentan Municipal Assembly, Accra. She is a Financial Management Expert, a Chartered Accountant, Fellow of ICA Ghana, Chartered Professional Administrator (ChPA) and a Chartered Professional Management Consultant.

5. CHAIR (EDUCATIONAL AND PROFESSIONAL EXAMINATIONS COMMITTEE)



Prof. Paul Sarfo-Mensah, MPhil, PhD, FChPA, FCMC, is an Associate Professor, Research Fellow, and Development Consultant at the Bureau of Integrated Rural Development (BIRD), College of Agriculture and Natural Resources, Kwame Nkrumah University of Science and Technology, (KNUST).

6. CHAIR (MEMBERSHIP AND CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE)



Dr. Sena Kpeglo-Freiku, B.A. Hons, MPhil, PhD, FChPA, FCMC, is the Executive Secretary, Vice Chancellors Ghana. She is a Professional Administrator, an Educational Leadership and Administration expert, and a member of the Institute of Directors-Ghana.

7. CHAIR (CORPORATE COMMUNICATIONS COMMITTEE)



Mr. Kwabena Antwi-Konadu, BA, MA, MPhil, FCMC, FChPA, - Director of Radio ATL, Senior Assistant Registrar, University of Cape Coast, and National President, Ghana Association of University Administrators (GAUA)-UCC, Ghana

8. BOARD MEMBER



Ing. Dr. Nana Ato Arthur, Bsc., MSc. PhD, FChPA, FCMC – Head of Local Government Service, Urban and Rural Planner and Developer. He is a Professional Administrator

9. BOARD MEMBER



Mr. Bernard Alando, BA, MSc, MChPA, MCMC - Assistant Registrar at the University for Development Studies (UDS) with scheduled responsibilities as the Administrative Coordinator for the West African Centre for Water, Irrigation and Sustainable Agriculture (WACWISA)

10. BOARD MEMBER



Dr. Philip Dakurah Baazeng, BA, MPA, MCMC, MChPA –Coordinating Director, Sunyani Municipal Assembly. He is a Professional Administrator and a Chartered Management Consultant.

11. BOARD MEMBER



(Dr). Paul Hammond, MBA, LLM, FChPA, FCMC – Financial Management Consultant, Financial Advisor to the High Court of Ghana, and Board Chairman of Baj Freight and Logistics Limited, Tema, Ghana

12. BOARD ADMINISTRATOR



Mrs. Hannah A. Coffie, B.Ed, EMBA, MChPA, MCMC, Deputy Chief Executive Officer, CIAMC, a Professional Administrator and a Chartered Management Consultant

Contact information:

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Telephone Numbers: 0553903442, 0571856008, 0307030183**

CIAMC, Let's Create Your Growth Strategy together