



**CHARTERED INSTITUTE OF
ADMINISTRATORS & MANAGEMENT
CONSULTANTS - GHANA**



PROGRAMME FOR CIAMC
**ADMIN PROFESSIONALS
CONFERENCE**

— WEDNESDAY 27TH JULY, 2022 —

**THEME:
ADMIN PROFESSIONALS IN THE SUCCESS
OF GHANA'S PUBLIC MANAGEMENT REFORM**



ADMIN PROFESSIONALS CONFERENCE

THEME: ADMIN PROFESSIONALS IN THE SUCCESS
OF GHANA'S PUBLIC MANAGEMENT REFORM



CONFERENCE THEME:

ADMIN PROFESSIONALS IN THE SUCCESS OF GHANA'S PUBLIC MANAGEMENT REFORM

About CIAMC

The Institute was established and licensed in Ghana, as a prestigious, examining, licensing, and regulatory Professional Body. It was 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) 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, from Chartered Institute of Administration to the Chartered Institute of Administrators and Management Consultants-Ghana (CIAMC).

The vision of CIAMC is to be a lead institution in Africa, advancing and ensuring professionalism in the practice of administration and management consultancy through certification and life-long learning.

OUR PROFESSIONAL PROGRAMMES AND ENTRY OPTIONS

A. PRE-PROFESSIONAL LICENSING PROGRAMME (Graduate Membership Qualifying Level)

The Pre-Professional Licensing is a preparatory programme for career administrators and prepares the applicant for the Licentiate.

Programme Comprises of three entry levels:

- Basic Level
- Operational level
- Management Level

Who qualify to apply to the Basic Level – Part I?

- i. Senior Secondary School Certificate Examination (SSSCE)
- ii. West Africa Senior School Certificate Examination (WASSCE)
- iii. General Certificate of Education (GCE) Advanced Level
- iv. Advanced Business Certificate Examination (ABCE)

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

Who qualify to apply to the Operational level – Part II?

- i. HND certificate holder or equivalent professional qualification
- ii. Successful completion of BLMS
- iii. 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

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

Who qualify to apply to the Management level – Part III?

- i. BSc/BA/BBA certificate holder or equivalent professional qualification
- ii. Successful completion of Operational Level examinations

COURSES

1. Enterprise-Wide Risk Management
2. Corporate Governance and Leadership
3. Operations Management
4. Organizational Development and Change
5. Professional Administrative Management
6. Introduction to Alternative Dispute Resolution

B. 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

C. EXPERIENCED PRACTISING ADMINISTRATORS AND CONSULTANTS (CMC & ChPA)

Who qualify 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

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 level. The scope of the written and oral examination may be reduced by taking a challenge interview.

D. 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.

The Professional Licensing 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 Part 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 Report

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

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 of 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

NB: Candidates are awarded **Chartered Management Consultant (CMC)** practicing license after completion of Management Consultancy Practice, Strategic Auditing, Training Professionals Development and Legal Studies Applicable to Administration and Consultancy Modules.

BACKGROUND

The National CIAMC Admin Professionals Conference is held yearly to bring together Administrators from all categories of work and responsibilities in the workforce.

An administrator's day may be either unpredictable or predictable. While organization is essential to their success, their adaptability and capacity to deal with the unexpected make them important assets to any establishment.

Reforming government administration is a significant concept. When we examine government institutions from any era, we can observe examples of political movements attempting to reform, revamp, or revise existing institutions. At each of these points in history, the leaders in charge of managing public affairs advocated for certain methods to change the broad organizing principles for how state affairs should be conducted (Kamensky, 1996; Laegreid, 2017; TatKei Ho, 2002). Public management reform, according to Pollitt and Bouckaert (2011), is "deliberate modifications to the structures and procedures of public sector organizations with the goal of making them (in some sense) run better."

The public sector delivers a wide range of services to the public and supports their interests in a variety of ways. It assures the safety and security of the members' lives and possessions. Maintaining good law and order in society. It is the public administration that translates political intentions expressed in policies into public purposes. (Bridgman & Davis, 2004:15). "The day-to-day function of government and economic, cultural and political development of society as well as national defense and the conduct of external affairs depend on the Public administration system". (Ibn, Ali et. al., 2020) In the words of Bridgman & Davis, (2004), this is the domain of administration, in which services are delivered, taxes collected, and laws enforced.

PUBLIC ADMINISTRATION AND PUBLIC SERVICES

Administration may be defined as the methodical organization of structures, events and the calculated application of resources with the goal of achieving the desired outcomes. (Marx 1917). Public administration in this context refers to the higher and lower levels of Ghana's public services, as defined in Chapter 14 of the 1992 constitution.

The Public Sector helps a country's economic development by promoting rapid economic growth through infrastructure creation and expansion. Hence, it generates job opportunities, which further contribute to the development of the financial resources of a country. Accordingly, the word public administration includes personnel of these public services and administrators as well as chief directors.

The Chartered Institute of Administrators and Management Consultants-Ghana, certify professional administrators as managerial-leaders. As managers, their focus is on productivity, effective decision-making and efficient utilization of resources employing the appropriate hard skills. As a leader, the focus is on group goal attainment, group maintenance and group strengthening, employing the relevant soft skills.

In recognition of the link between the people factor, and success of reforms, the Chartered Institute of Administrators and Management Consultants-Ghana (CIAMC) have chosen, *Admin Professionals in the Success of Ghana's Public Management Reform*, as theme for the 4th Annual Administration Professionals Conference.

A reform or reform event may be defined as a purposeful and intentional structural or management change intended at increasing bureaucratic performance or efficiency. (Williams & Yecaló-Teclé, 2019)

The success of the 2019, 2020 and 2021 editions, is a true reflection of the appreciation of the pivotal role of administration in the success and sustenance of every business entity and reform it undertakes.



A section of Participants at the 2021 Admin Professionals Conference

CONFERENCE OBJECTIVES

The main purpose of the Conference is to continually create a platform to unite and strengthen admin professionals to grow in their professional development, and to professionally impact on organizational performance and national development. The specific objectives of the 2022 Conference are to:

- ✓ Educate and enlighten members on the tenets of best administrative practices
- ✓ Educate the public and relevant stakeholders on the pivotal role of the administrator in the success of every organization and reforms it may embark on.
- ✓ Enable career administrators, executives, heads of institutions/departments/ or units, and all who directly or indirectly manage men, strategy and materials to appreciate their role as strategic change managers.
- ✓ Keep the Professional Administrator abreast with the uncertain changing times and its repercussions for professional practice, and
- ✓ Sensitise administration practitioners to certify and develop professionally, and move up the career ladder with confidence.

PROGRAMME OUTLINE FOR CIAMC ADMIN PROFESSIONALS CONFERENCE – JULY 2022

Theme:

**Admin Professionals in the Success
of Ghana's Public Management Reform**

Pre-Conference Activity

National Council for Tertiary Education

1. Online registration of participants

- Friday, 1st July – Sunday, 24th July 2022

Conference Day Activities

Venue: Conference Hall, Ghana Tertiary Education Commission

Date: Wednesday 27th July, 2022. Time: 9:00am – 1:00pm

1. Registration, Opening of Zoom and other online Conference Platform - 8:30 am
2. Opening Prayer - 9:30am 5 mins
3. Introduction of Programme & Chairman - 9:35am 5 mins
4. Response by Chairman – Dr. Ishmael Yamson, Chairman, Ishmael Yamson and Associates - 9:40am 5 mins
5. Welcome Address – Ehunabobrim Prah Agyensaim VI, FChPA, FCMC, Chairman, CIAMC Board of Trustees - 9:45am 5 mins
6. Purpose of Conference - 9:50am 5 mins
7. Solidarity Message from a Representative of Professional Bodies - 9:55am 5 mins

8. First Speaker: “Administration: The Evolving Profession”
by Prof. Kwaku Appiah Adu, FChPA, FCMC, Senior Advisor to
the Vice President of the Republic of Ghana, - 10:00am 30 mins
9. Second Speaker: “Contemporary Issues in Administration:
The Technical Perspective”
by Prof. Kwame Asamoah, Head, Department of Public
Administration, School of Business, University of Ghana - 10:30am 30 mins
10. Third Speaker “Contemporary Issues in Administration:
The Strategic Perspective”
by Nana Kwasi Agyekum-Dwamena, FChPA, FCMC
Head of Office of the Head of Civil Service, Ghana - 11:00am 30 mins
11. Open Forum - 11:30am 30 mins
12. Recognition of Former Board Members & Staff - 12:00pm 45 mins
13. Closing Remarks by the Chair - Dr. Ishmael Yamson,
Chairman, Ishmael Yamson and Associates - 12:45pm 5 mins
14. Vote of Thanks - 12:50pm 5 mins
15. Closing Prayer - 1:00pm 5 mins
16. Group Photography and Refreshment

Mcs: Mrs. Susuana Naa Dzagbley Ago, News Room, GBC &
Mr. Kwabena Antwi-Konadu, ATLFM/C.B.S, UCC

PROFILE OF THE CONFERENCE CHAIR

DR. ISHMAEL EVANS YAMSON, *Chairman, Ishmael Yamson and Associates*



Ishmael Yamson is a seasoned, well-known corporate executive and governance expert in Ghana. He joined UAC of Ghana, Ltd, later Unilever Ghana Ltd, in 1966 from the University of Ghana, Legon. He holds a B.Sc. Economics (Hons) degree from the University of Ghana. He worked with Unilever Ghana for 38 years in various capacities, the last 18 years of which he was Chief Executive Officer and Chairman.

He has been deeply involved in the development of Ghana's private sector and has played key roles in private sector associations including the Ghana Chamber of Commerce (President), Ghana Employers Association (President) and Ghana Private Enterprise Foundation (President).

He currently serves as Chairman of the boards of Mantrac Ghana Limited, Benso Oil Palm Plantation Limited, Ishmael Yamson & Associates, Nosmay Ghana Limited, Scancom Ghana Plc. (MTN) and a member of the Board of Trustees of the College of Health Sciences, University of Ghana. He also served as Chairman of the President's Economic Advisory Council between 2009 and 2012, Chairman of the University of Ghana Council, Director of the Bank of Ghana, Chairman of Standard Chartered Bank, Ghana, Chairman of Kumasi Breweries Limited, an Advisory Council Member of Kosmos Energy Ghana and Director, Nigeria Breweries Plc., a Heineken subsidiary, 2009-2019

PROFILE OF THE CONFERENCE SPEAKERS

PROF. KWAKU APPIAH-ADU,
FChPA, FCMC, Senior Advisor,
Office of the Vice President of Ghana.



KwakuAppiah-Adu (PhD, FGA) is a Professor of Strategy, and a Senior Advisor at the Vice President's Secretariat, Office of the President, Republic of Ghana. Currently, he coordinates the Energy Sector Recovery Programme, and chairs the AfCFTA's Infrastructure-related Technical Working Group. In 2018–19, Kwaku led the processes of birthing Ghana's Integrated Aluminium as well as Integrated Iron and Steel Development Projects.

Previously, Kwaku worked at the Office of the President, Ghana, where he was Head of Policy Coordination, Monitoring and Evaluation, Chairman of the Oil and Gas Technical Committee, Director of Ghana's Central Governance Project, member of the President's Investors' Advisory Council, and Advisory Board member of the UN Initiative on Continental Shelf Delineation. Prior to that, Kwaku worked as a manager at PwC's policy, strategy and management division, and as an architect/project manager of multimillion-dollar residential, retail, office and industrial projects in the UK.

In academia, he has served as Dean of Central University Business School and lectured at the Universities of Cardiff and Portsmouth. He is an author of several books. His recent edited/co-edited titles are: *Contemporary Business Imperatives in a Developing Economy* (2020);

Context: Executing Strategy in a Developing Economy (2018); Key Determinants of National Development (2015); and Governance of the Petroleum Sector in an Emerging Developing Economy (2013). With over 100 publications, he has facilitated workshops and presented papers at numerous international fora. He is Board Chairman, Glico Pensions Trustee Ltd; and a Director of Vivo Energy Ghana Ltd; Ghana Grid Company Ltd; Golden Beach Hotels Ltd; and, Switchback Developers Ltd.

Kwaku is a Fellow of the Ghana Academy of Arts and Sciences, and has been elected to the ANBAR Hall of Excellence for Outstanding Contribution to the Literature and Body of Knowledge. Kwaku has received several honours, including the President's Crystal Awards for exceptional contribution to business environment reforms and national development.

PROF. KWAME ASAMOAH,
Head, Department of Public Administration,
School of Business, University of Ghana.



Prof. Kwame Asamoah is an astute international scholar, consultant and administrator with excellent skills in good governance, strategic management, public policy analysis, public sector human resource management, public administration, project management and capacity development. He had both his Bachelor's degree in Political Science and Master of Public Administration from University of Ghana. He obtained his Ph.D.

in Public Policy and Administration from Jackson State University, in USA. Currently, he is the Head of Department of Public Administration and Health Services Management, University of Ghana Business School. Prof. Asamoah is the Chairman of the Governing Board of Architectural and Engineering Services Limited. Again, he serves as a member of the Governing Council of University of Health and Allied Sciences, Ho.

Prof. Asamoah has numerous publications relevant to efficient running of public administration to his credit. He has attended several local and international conferences where he has shared his scholarly works with participants.

NANA KWASI AGYEKUM-DWAMENA,

FChPA, FCMC,

Head of Office of the Head of Civil Service, Ghana.



His career as a Civil Servant spans over a period of thirty-three (33) years, and is presently the Head of the Ghana Civil Service. He has participated and presented numerous papers at Local and International seminars and workshops on Decentralization, Policy Analysis, Human Resource, Performance and Change Management.

BOARD OF TRUSTEES

The Board of Trustees is made up of the following:

BOARD CHAIRMAN



Ehunabobrim Prah Agyensaim VI, FChPA, FCMC - King of Owirenkyi Traditional Area and the President of the Owirenkyi Traditional Council, Assin Kushea. CEO of Industrial and Engineering Services, and former Member of the Council of State of Ghana.

He is a Barrister-at-Law and Solicitor of the Supreme Court of Ghana, and Chairman of Perseus Mining Ghana Limited, Australian Public Quoted Company.

BOARD VICE CHAIR / CHAIR, PROFESSIONAL CONDUCT AND ETHICS COMMITTEE



Professor Margaret Ivy Amoakohene, 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.

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.

FINANCIAL SECRETARY & CHAIR, FINANCE AND PROJECTS COMMITTEE



Mrs. Akua Bonsu-Owu, BSc, EMBA, CMC, ChPA - Director of Finance, Adenta Municipal Assembly, Accra.

She is a Financial Management Expert, a Chartered Professional Administrator (ChPA) and a Chartered Professional Management Consultant.

CHAIR (EDUCATIONAL AND PROFESSIONAL EXAMINATIONS COMMITTEE)



Prof. Paul Sarfo-Mensah, MPhil, PhD, MChPA, MCMC, 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).

CHAIR (MEMBERSHIP AND CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE)



Dr. Cynthia Sena Kpeglo, BSc, MPhil, PhD, FChPA, FCMC, is the Registrar of the University of Health and Allied Sciences (UHAS), Ho.

She is a Professional Administrator, and an Educational Leadership and Administration expert.

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.

BOARD MEMBER



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

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)

BOARD MEMBER



Mr. Philip Dakurah Baazeng, BA, MPA, MCMC, MChPA –Coordinating Director, Sunyani Municipal Assembly.

He is a Professional Administrator and a Chartered Management Consultant.

BOARD MEMBER



Mr. Paul Hammond, MBA, LL.M, FChPA, FCMC – Financial Management Consultant, Financial Advisor to the High Court of Ghana, and Board Chairman of Baj Freight and Logistics Limited, Tema, Ghana

CONFERENCE ADVISORY BOARD

- Mr. Sam Okudzeto, SAG. MOV., FChPA, FCMC,
Member of the Council of State, Ghana
- Hon. Ignatius Baffour Awuah, FChPA, FCMC,
Minister for Employment and Labour Relations
- Ehunabobrim Prah Agyensaim VI, FChPA, FCMC, Board Chairman,
CIAMC, and CEO, Industrial and Engineering Services Limited
- Mrs. Janet Ampadu Fofie, FChPA, FCMC,
The Chairman, Public Services Commission
- Nana Kwasi Agyekum-Dwamena, FChPA, FCMC,
The Head of Office of the Head of Civil Service, Ghana
- Ing. Dr. Nana Ato Arthur, FChPA, FCMC,
The Head of Office of the Head of Local Government Service, Ghana
- Nana Dr. Albert Brown Gaisie, FChPA, FCMC,
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- Professor Yaw Agyeman Badu,
Member, National Development Planning Commission
- Dr. Esther Ofei-Aboagye,
Management Consultant
- Mr. Rockson Dogbegah, FChPA, FCMC,
Executive Chairman, Berock Group Limited
- Mr. Paul Kwatei Hammond, FChPA, FCMC,
Board Chairman, Baj Freight Logistics
- Professor John Bright Kobla Aheto, FChPA, FCMC,
Managing Director, Aheto and Associates Limited.

COLLABORATING PARTNER INSTITUTIONS

1. Parliament of the Republic of Ghana
2. Office of the Head of Civil Service
3. Ministry of Tourism
4. Office of the Head of Local Government Service
5. Ministry of Employment and Labour Relations
6. Ministry of Finance
7. Ministry of Local Government and Rural Development
8. Ministry of Education
9. Institute of Directors-Ghana
10. ICSA: The Chartered Governance Institute
11. Chartered Institute of Marketing Ghana
12. Institute of Public Relations
13. Ghana Association of University Administrators
14. Ghana Association of Local Government Service Administrative Officers
15. Administrative Professionals Ghana
16. Opal Marketing and Management Services
17. Makola Foundation

Corporate Members



GOIL was incorporated as a private limited liability company on June 14, 1960 as AGIP Ghana Company Limited with the objective of marketing petroleum products and related products particularly fuels, liquefied petroleum gas (LPG), lubricants, bitumen, and speciality products in Ghana.

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Berock Ventures Limited is a Chartered Building and Civil Engineering wholly owned Ghanaian Limited Liability Construction Company registered in Ghana since 1993. Committed in the use of appropriate and sustainable infrastructure development solutions delivered in a timely and quality manner.

Office: Spintex Road, Kotobabi Cambodia
P. O. Box SR 65, Spintex Road, Batsonaa
Tel: 233 302 814301
Email: info@berockventures.com



BAJ Freight and Logistics Limited (BAJ), a fully Ghanaian owned company was registered as a business in 2009. The company is one of the key companies in the freight forwarding industry and a leader in providing customs brokerage, freight forwarding and logistics support in various sectors including the oil and gas sector.

Office: 1st Floor Dennis House, Plot 15 Harbour Road. Tema - Ghana
Tel: 233 303 200749
Email: info@bajfreight.com



I.E.S is a mining services company, which has been in active business for over twenty years in Ghana. I.E.S was incorporated on the 13th November 1988 with its nature of business being; Manufacturer's representative, import, export and sale of engineering goods.

Industrial Engineering Services Gh. Ltd.
2 Second Close, Volta Street,
Airport Residential Area, Accra - Greater Accra
Telephone: 0302 773474 / 0302 776460



Ghana Ports and Harbours Authority (GPHA) is a Statutory Corporation established under Ghana's Provisional National Defence Council Law (PNDC 160) of 1986 to build, plan, develop, manage, maintain, operate and control ports in Ghana.

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Email: headquarters@ghanaports.gov.gh
Website: www.ghanaports.gov.gh

*We salute you and we celebrate you, gallant
men and women in Administration!!!*



**YOU'RE THE
BEST**

Happy Administrative Professionals Day

*Thank you for the excellent work you do for us.
You are an important part of our team
and we appreciate you!*

Ayeeko

CHARTERED INSTITUTE OF
ADMINISTRATORS & MANAGEMENT
CONSULTANTS - GHANA



Oyibi Office Complex



 www.ciamcghana.org

CIAMC | Board Orientation



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Let's Create Your Growth Strategy together

**CIAMC, A NEW OPPORTUNITY!
CIAMC, WE SET THE PACE!!**

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P. O. Box AF 331, Adenta

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0571 856 008

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