





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

PROGRAMME FOR CIAMC **ADMIN PROFESSIONALS CONFERENCE 2023**

WEDNESDAY 26TH JULY, 2023

THEME:

**MOBILIZING ADMIN
PROFESSIONALS FOR EFFECTIVE
DEVELOPMENT ADMINISTRATION:
CRITICAL LEGAL ISSUES**

 www.ciamcghana.org
 info@ciamcghana.org

ADMIN PROFESSIONALS CONFERENCE 2023

THEME:

**MOBILIZING ADMIN PROFESSIONALS
FOR EFFECTIVE DEVELOPMENT ADMINISTRATION:
CRITICAL LEGAL ISSUES**



CONFERENCE THEME:

MOBILIZING ADMIN PROFESSIONALS FOR EFFECTIVE DEVELOPMENT ADMINISTRATION: CRITICAL LEGAL ISSUES

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 Administration practitioners from all categories of work and responsibilities in the workforce.

An administrator's day is unpredictable from moment to moment. While organization is essential to their success, their adaptability and capacity to deal with the unexpected make them important assets to any company.

In the performance of their duties, administrators make a thousand and one decisions. A decision may be defined as "a course of action which is consciously chosen from among a set of alternatives to achieve a desired result." In the words of Drucker, "A decision is a judgment. It is a choice between alternatives. It is rarely a choice between right and wrong. It is at best a choice between "almost right" and "probably wrong".

Finding a range of workable options and selecting a course of action from them is the coherent, logical process known as decision-making. Making decisions is thought of as an intellectual activity, the result of a unique mind. Organizational decision-making, however, is a formalized procedure. Peter Drucker states, "Whatever a manager does, he does through decision-making". A manager has to take a decision before acting or before preparing a plan for execution.

Moreover, his ability is very often judged by the quality of the decisions he takes. Implies, that managerial decisions should be correct to the maximum extent possible. For this, relevant scientific decision-making is essential. The administration practitioner must be concerned about the legal implication of his decisions.



Erring on the side of caution can save administrators headaches in all situations. As attorney Brian D. Schwartz, at a National Principals Conference in Chicago, (2018) puts it, “There are so many more lawsuits every year that name administrators and others”, adding that the answer to “Can I be sued?” is always yes.

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 legal implications of the daily decision we make, the Chartered Institute of Administrators and Management Consultants-Ghana have chosen, ***Mobilizing Admin Professionals for Effective Development Administration: Critical Legal Issues***, as the theme for the 5th annual CIAMC admin professionals conference. The increasingly successful outcome of the earlier editions is a true reflection of the appreciation of the pivotal role of administration in the success and sustenance of every business entity and the development decisions it undertakes.

Whereas there are different definitions and views about development, Amartya Sen's (2000) definition fits best into the concept of Development Administration. Sen defines development as “the removal of major sources of unfreedom, poverty, tyranny, poor economic opportunities, systematic social deprivation, as well as neglect of public facilities.” The concept of 'the development of administration', involves the strengthening of capabilities of an administrative system to achieve the prescribed goals.

The theme sub-areas are:

- **1st Speaker** – *Discretionary powers, Duty imposed, the Law, and the Administrator. – – Mr. Austin Akufo Gamey, Chief Executive Officer of PULSE Institute, Africa, Accra*
- **2nd Speaker** - *Landed property procurement, Contract Negotiation, and Conveyance. - Afua Brown-Eyeson, Esq, Legal and Property Consultant*
- **3rd Speaker** –: *The Law of Meetings- Hon. Sam Okudzeto SAG, FChPA, FCMC, Member Council of State*

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 organizational performance and national development. The specific objectives of the 2023 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 meeting the developmental needs of all elements of the organization for success and sustainable growth,
- ✓ Enable career administrators, executives, heads of institutions/departments/ or units, and all who directly or indirectly manage men, strategy, and materials to appreciate the appreciates legal implications of decisions taken as an individual and corporate entity,
- ✓ Keep the Professional Administrator abreast with the uncertain changing times and its repercussions for unprofessional practice.



PROGRAMME OUTLINE FOR CIAMC ADMIN PROFESSIONALS CONFERENCE – JULY 2023

Theme:

**Mobilizing Admin Professionals for Effective
Development Administration: Critical Legal Issues**

Pre-Conference Activity

1. Online registration of participants

- Saturday, 1st July – Monday, 24th July 2023

Conference Day Activities

Venue: Conference Hall, Ghana Tertiary Education Commission

Date: Wednesday 26th July, 2023. Time: 9:00am

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 – Professor Nana Aba Appiah Amfo, The Vice-Chancellor, University of Ghana, Legon - 9:40am 5 mins
5. Welcome Address – Ehunabobrim Prah Agyensaim VI, FChPA, FCMC, Chairman, CIAMC Board of Trustees - 9:45am 10 mins
6. Purpose of Conference – Chief Executive Officer - 9:55am 10 mins
7. Solidarity Message from a Representative of Professional Bodies, Mrs. Grace Kaye - 10:05am 5 mins

8. First Speaker – “Discretionary Powers, Duty Imposed, the Law, and the Administrator.– Mr. Austin Akufo Gamey, Chief Executive Officer of PULSE Institute, Africa, Accra **- 10:10am 35 mins**
9. Second Speaker: “Landed Property Procurement, Contract Negotiation, and Conveyance. – Afua Brown-Eyeson, Esq, Legal and Property Consultant **- 10:45am 35 mins**
10. Third Speaker “The Law of Meetings- Hon. Sam Okudzeto SAG, FChPA, FCMC, Member, Council of State of Ghana **- 11:20am 35 mins**
11. Open Forum **- 11:55am 45 mins**
12. Awards and Induction **- 12:40pm 45 mins**
13. Closing Remarks by the Chair - Professor Nana Aba Appiah Amfo, The Vice-Chancellor, University of Ghana, Legon **- 1:25pm 10 mins**
14. Vote of Thanks **- 1:35pm 5 mins**
15. Closing Prayer **- 1:40pm 5 mins**
16. Group Photography and Refreshment

Mcs: Susuana Naa Dzagbley Ago
Mr. Kwabena Antwi-Konadu

PROFILE OF CHAIRPERSON

PROFESSOR NANA ABA APPIAH AMFO

Vice-Chancellor, University of Ghana, Legon



Professor Nana Aba Appiah Amfo is the first female Vice-Chancellor at the University of Ghana. She is an experienced academic and university administrator, with over twenty years of experience in the higher education sector. She brings a lot of innovation, resourcefulness, and tact to her professional engagements. Professor Amfo has acquired extensive multicultural experience through various professional engagements in twenty countries in Africa, Europe, Asia, North America, and Australia.

These engagements include giving competitive and invited talks, serving as an external assessor, and engaging with research and professional collaborators. She is an engaged public speaker and has been featured on several local and international media platforms.

Professor Amfo's professional expertise and leadership have been recognized by her peers. She serves on the Consultation Board of the International Pragmatics Association (the first African to be so elected since the Association's establishment in 1986). She is an Assistant Secretary General of the Federation of Modern Languages and Literatures, FILLM (a UNESCO-affiliated scholarly association).

She is a member of the West African Linguistics Society and the Society for Communication, Medicine, and Ethics (COMET). She is a pioneer

fellow, senior scholar, mentor, and assessor of the African Humanities Program of the American Council of Learned Societies. She is the Founding President of the African Humanities Association (AHA), an offshoot of the AHP. She is the Co-founder and the Acting President of the African Pragmatics Association. Professor Amfo is a fellow of the Ghana Academy of Arts and Sciences, German Academic Exchange Services (DAAD), Commonwealth Professionals Fellowship, the Alexander von Humboldt Foundation, and the prestigious International Women's Forum Leadership Program. She is a life member of the University of Ghana Alumni Association.

PROFILE OF THE CONFERENCE SPEAKERS

MR. AUSTIN AKUFO GAMEY

Chief Executive Officer of PULSE Institute, Africa, Accra



Austin Gamey is the Founder and Chief Executive Officer of PULSE Institute, Africa formerly Gamey & Gamey Academy of Mediation. (GGAM). He is one of Africa's foremost Labour Experts and a renowned ADR practitioner. Mr. Gamey has enormous experience following years of working as a Human and Industrial Relations Manager, and Appropriate Dispute Resolution (ADR) practitioner, as well

as a Change Management Consultant. He remains a pillar in the development of Ghana's Labour Industry, and in his professional career spanning over four decades, he has been instrumental in the building of the legal and operational framework for the country's Labour Sector and ADR industry.

As a Change Agent, his contributions have led to the provision of human resource and industrial relations management, and conflict prevention and management solutions in the public and private sectors of Ghana, and other African countries.

After working with the government as a Deputy Minister for Employment & Social Welfare (1995-2001) and Member of Parliament for North Tongu, from 1992- 2001, he founded Gamey & Gamey Academy of Mediation in 2002, and Austin continues to share responsibility for day-to-day operations with other staff of GGAM.

He possesses several years of consultancy and training experience gained from work activities, training, research, and benchmarking programmes acquired in Ghana, the U.S.A., Switzerland, Italy, Japan, Canada, Denmark, and Norway, among others. Austin also studied Advanced Industrial Relations at Fourah Bay College, Sierra Leone in 1976. He was the president of the Institute of Human Resource and Management Practitioners, Ghana from 1998 to 2003. From 2004 to 2006, he was once Presidential Commissioner on pensions. He is a visiting lecturer at the University of Ghana, Legon for ADR and LLM programme, and also a Pastor at The Token Tabernacle Church, Tema Community 12

AFUA BROWN-EYESON, Esq,

Legal and Property Consultant



Afua Brown-Eyeson is a legal and property consultant, child online protection expert and a women's rights advocate. She was an adjunct lecturer and Team Lead for Conveyancing and Drafting Course at the Ghana School of Law for 10 years. She has vast experience in the civil society space where she has advocated for laws and policies to promote the rights of women and children.

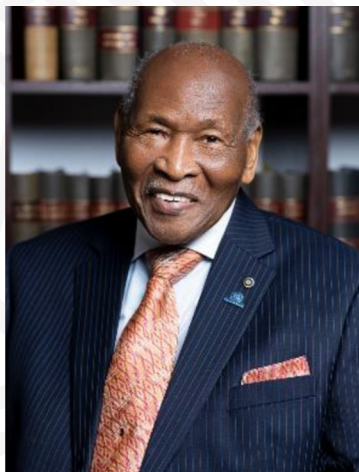
She is an alumna of University of Georgia School of Law, USA, Ghana School of Law and University of Ghana, Legon. She has a master's degree in international business law and certificates in international human rights and cybersecurity. She is a Court Appointed Special Advocate in the State of Georgia, USA. She is a trainer of trainers and has facilitated several workshops and seminars. She has also presented papers at local and international fora like the African Union, World Bank and United Nations agencies.

She currently chairs the boards of Women in Law and Development in Africa (WILDAF) – Ghana and WILDAF-West Africa (Lome). She is a member of the National Domestic Violence Management Board and FIDA International Board and an election observer for ECOWAS (Economic Community of West African States) and the African Union.

HON. SAM OKUDZETO

SAG, MOV, FChPA, FCMC,

Member, Council of State, Ghana.



Hon. Samuel Awuku Okudzeto, SAG, MOV. FChPA, FCMC, is a prominent Ghanaian politician and lawyer. He is a Member of the Council of State and a Fellow of the Chartered Institute of Administrators and Management Consultants-Ghana. In 2011, he was Chair of the International Advisory Commission of the Commonwealth Human Rights Initiative and a member of the Commonwealth Lawyers Association.

He is a former Member of Parliament in Ghana. During the Second Republic he was one of the founders of the National Alliance of Liberals, and was elected as a Member of Parliament. He has served as Chair of the Public Accounts Committee and President of the Ghana Bar Association. He has also served on the Legal Aid Committee, Prisons Service Council, General Legal Council and Judicial Council.

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 the Chairman of the Ghacem Cement Foundation.

He is 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.

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.

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, a Professional Administrator, a fellow of the Institute of Directors-Ghana, and a Certified International Professional Manager-UK.

FINANCIAL SECRETARY & CHAIR, FINANCE AND PROJECTS COMMITTEE



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

She is a Financial Management Expert, Chartered Accountant, Fellow of ICA, Chartered Professional Administrator and Chartered Management Consultant.

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).

CHAIR (MEMBERSHIP AND CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE)



Dr. Cynthia 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.

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, and a fellow of the Institute of Directors-Ghana.

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



(Dr.) Paul Kwatei 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

BOARD ADMINISTRATOR



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

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
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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 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. Association of Health Service Administrators, Ghana (AHSAG)
16. Administrative Professionals Ghana
17. Opal Marketing and Management Services
18. 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.

Office: Junction of Kojo Thompson and Adjabeng Roads,
House No. D659/4, Accra. P. O. Box GP 3183, Accra
(+233) 30-2688-215 / 0540-127100 / 050 162 3383
Email: info@goil.com.gh



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



**INDUSTRIAL &
ENG. SERVICES (GH) LTD.**

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 Law 160) of 1986 to build, plan, develop, manage, maintain, operate and control ports in Ghana.

P. O. Box 150 Tema-Ghana.
Tel: +233 (0) 303 202631-39.
Fax: +233 (0) 303 202812
Email: headquarters@ghanaports.gov.gh
Website: www.ghanaports.gov.gh



**CHARTERED INSTITUTE OF
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CONSULTANTS - GHANA**



**CIAMC, LET'S CREATE YOUR
GROWTH STRATEGY TOGETHER!**
CIAMC, WE SET THE PACE!!

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KUMASI: 0203 996 261, 0206 920 346, 0200 645 253 | WINNEBA: 0244 084 613

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NAVRONGO: 0242 112 533, 0244 093 854

HEAD OFFICE:

Oyibi- Accra, along the
Adenta Dodowa Road,
Near Valley View University
P. O. Box LG 645 or
P. O. Box AF 331, Adenta