



CIAMC

Chartered Institute of Administrators & Management
Consultants - Ghana

Brief on CIAMC Professional Certification and Continuing Development Programmes



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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-Licensing Qualifying Programme
- B. The Professional Licensing Programme
- C. The Experienced Practicing Consultants Programme

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 it's 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-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:

a) **Basic Level Examinations in Management Studies –BLMS (Foundation I, II & III)**
(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).

b) Operational Level Examinations - OLE (Intermediate I, II & II)

- HND certificate holder 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.

c) Management Level Examinations - MLE (Professional I, II & III)

- BSc/BA/BBA certificate holder or equivalent professional qualification

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 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

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.

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, Full Member or Fellow of the Institute

7. Scheme Beneficiaries

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. Secondly, the entire economy will benefit from the increased productivity of a well-trained and disciplined work force, especially the professional Administrators.

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) Chartered Professional Administrator (ChPA)

1. Filling of Internship Manual
2. Management Challenge Project Part 1 & 2:
 - Situation Analysis and problem definition
 - Objective Setting and Decision-making (Administrative and Performance Theories)
3. Professional Administration Practice and Internal Consultancy
4. Baseline Studies, Needs Assessment and Stakeholder Engagement
5. Administrative Law
6. Public Administration
7. Health Safety and Work Environment Management
8. Professional Ethics and Codes of Practice
9. Management of White-Collar Crime

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

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.

BOARD OF TRUSTEES

The Board of Trustees is made up of the following:

1. BOARD CHAIRMAN



Mr. 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

2. BOARD VICE CHAIRMAN



Professor Wisdom Gagakuma, BSc, MBA, MChPA, MCMC. - Organizational Development and Project Management expert, and a consultant at Datalink Institute, Tema, Ghana

3. CHIEF EXECUTIVE OFFICER & BOARD SECRETARY



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

4. FINANCIAL SECRETARY (FP COMMITTEE)

Mr. Sampson Armah Laryea Hammond, MBA, MChPA, MCMC. - Consultant specialist in Management Consultancy, Taxation, Revenue Administration and Project Management. Former Deputy Commissioner in charge of Finance and Administration, Customs Excise and Preventive Service.

5. CHAIRMAN (EPE COMMITTEE)



Professor John Bright Kobla Aheto, BSc, MBA, MPhil, LLB, CPA, CIA, FChPA, FCMC- Financial Management Consultant, Training Professional, and Managing Director of Aheto and Associates Limited, Accra

6. CHAIRMAN (PCE COMMITTEE)



Professor Paul N. Buatsi, BA, MBA, MPhil, PhD, FChPA, FCMC - The Executive Director for Africa, International Leadership Foundation, and the Chief Executive Officer of Omega Strategic Resources Limited, Accra, Ghana

7. CHAIRMAN (MCPD COMMITTEE)



Rev. Bennet Elvis Niboi, MBA, CIPM, MChPA, MCMC. – An Organizational Development Expert. He is the Chief Executive Officer of Bennet and Bennet Consulting, Takoradi, Ghana

8. CHAIRMAN (CC COMMITTEE)



Mr. Dodji Messan Attiogbe, BSc, MBA, PhD student MChPA, MCMC. - Mr. Attiogbe is the Chief IT Specialist and Regional Director, Community Water and Sanitation Agency, Upper West Region of Ghana.

9. BOARD MEMBER



Dr. Mrs. Jemima Naa Adoley Ankamah-Lomotey, BSc, MBA, DBA, PhD. MChPA, MCMC. - Head of Administration, Currency Management Department of Bank of Ghana, lecturer at Pentecost University and Wisconsin University College, Accra, Ghana

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Dr. David Kwashie Garr, BSc, MBA, PhD. MChPA, MCMC. – Financial Management Consultant. Senior Lecturer, Lucas College, Accra, Ghana, and Presbyterian University College, Accra, Ghana,

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Dr. Ametefee Korbla Normanyo, BSc, MPhil. PhD, ChPA, MCMC – An Economist and Head of Liberal Studies. Ho Technical University, Ghana

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13 .BOARD MEMBER



Professor Samuel Kofi Afrane, BSc, MPhil. PhD. MChPA, MCMC - He is a Chartered Professional Administrator and a Chartered Management Consultant Prof Afrane is the former Provost for College of Arts, Kwame Nkrumah University of Science and Technology. He is presently the President of the Christian Service University College, Kumasi, Ghana.

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Let's Create Your Growth Strategy together

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