



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

www.ciamcghana.org
info@ciamcghana.org



PROGRAMME FOR CIAMC
**ADMIN PROFESSIONALS
CONFERENCE 2024**

THEME:

**BUILDING A PATH TOWARDS A FAIR
AND SUSTAINABLE CORRUPTION-FREE GHANA**

Date: Wednesday 24th July, 2024 | Time: 10:00am
Venue: Conference Hall, Ghana Tertiary Education Commission

About CIAMC

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

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). (Revised as the Professional Bodies Registration Act 1973 (NRCD 143))

The vision of CIAMC is to be a lead in Development Administration in Africa. We shall achieve this by 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. The programme comprises three entry levels:

- Basic Level (Foundation)
- Operational Level (Intermediate)
- Management Level (Final)

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. *Introduction to Alternative Dispute Resolution*
15. *Professional Administrative Management*
16. *Administrative Writings Practice I*
17. *Administrative Writings Practice II*

Who qualify to apply to the Operational Level (Part II)

Entry Requirements

- HND certificate holder or equivalent professional qualification
- Successful completion of BLAS (Foundation)
- 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*
10. *Administrative Writings Practice I*

Who qualify to apply to the Management Level? (Part III)

- BSc/BA/BBA certificate holder or equivalent professional qualification
- 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*
7. *Administrative Writings Practice II*

B. THE PROFESSIONAL LICENSING PROGRAMME (CMC & ChPA)

Who qualify to apply?

- i. Practicing Managers/Administrators with Master's and doctorate 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 six main parts namely:

- A. Professional Administration Practice – Admin Theories, Functions, Competences and Practice; Situation Analysis and Problem Definition; Stakeholder Engagement, Project Management; 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
- F. Modern Technology in Administration Practice

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

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

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.

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 Parts 1 & 2:
 - Situation Analysis and Problem definition
 - Goal and Objective Setting and Evidence-Based Problem Statement in problem diagnosis
 - Organizational, Administrative and Performance Theories and decision-making
 - Project Management Principles
 - Project Implementation, Monitoring, Evaluation and Reporting Writing

3. Professional Administration Practice
4. Administrative Writings
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
7. Internal Consultancy in Administration

Duration: 5 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

Duration: 5 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

Duration: 5 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

Duration: 5 days of lecture, 2 months to complete assignment and project

F) Modern Technology in Administration Practice

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.

CONFERENCE THEME:

BUILDING A PATH TOWARDS A FAIR AND SUSTAINABLE CORRUPTION-FREE GHANA

BACKGROUND

History shows that a phenomenon often known as corruption has garnered much attention in recent and previous decades. Accusations of corruption have caused governments to fall, important politicians (including presidents and prime ministers) to lose their jobs, and in certain circumstances, entire political classes to be replaced in developed and developing, major and small, market-oriented or not. Corruption is a multifaceted phenomenon that can take many forms. (Minto, Andrea; Trincanato, Edoardo (2022).

Ang, Yuen Yuen (2024). There are several types of corruption: petty corruption, which involves small favours between a small group of people; grand corruption, which impacts the government on a large scale; and systemic corruption, which is so pervasive that it is a part of society's daily functioning. The concept of "corruption of the rich" is particularly elusive and not included in traditional measures such as the CPI. Responses to perceived or real corruption can carry equal weight with the problem. Small infringements, or the suspicion that they have occurred, can generate intense public resentment.

CONSEQUENCES

The 2030 Agenda for Sustainable Development, adopted by the United Nations General Assembly on 25 September 2015, acknowledges that corruption is a key obstacle to sustainable development. Since 2017, Ghana's score on Transparency International's Corruption Perceptions Index has improved slightly from its low point that year, a score of 40 on a scale from 0 ("highly corrupt") to 100 ("very clean"). Ghana's score rose to 43 by 2020 and has remained there through 2023. Corruption affects citizens by diverting funds from public goods like infrastructure and healthcare systems, obstructing small businesses, and lowering

economic opportunities. The most affected are individuals and communities who already live in precarious situations. Evidence suggests that corruption can have political consequences- with citizens being asked for bribes becoming less likely to identify with their country or region. (Hamilton, A.; Hudson, J. 2014)

CONFERENCE OBJECTIVES

The main goal of the 6th conference is to equip the Administrator to work towards Eliminating Corruption, Enforcing Values, and Creating a Sustainable Environment for Growth and Development.

Administrators constitute the heart of the Bureaucracy we practice. The Bureaucracy in this context, refers to a body of government officials who are not elected but form an administrative policy-making group. Administrators are the nerve centre of the Bureaucracy, directing all Technocrats. Unfortunately, Bureaucracy appears to have been given a permanent negative tag, especially within the public sector. Does that negative tag include corruption? In simple terms, you can say that Bureaucracy must be understood as a functional system used by organizations to maintain consistency, accountability, and order.

Ibn Saeed, A. S., Wahaga, E., and Yankey, G. (2023) propose that Corruption is fuelled in part by excessive bureaucracy, stringent laws, and ineffective administrative frameworks. A small number of powerful government officials make all of the decisions in bureaucratic administrative governance, which involves intricate administrative processes with a formalised chain of command and strict adherence to regulations with a hierarchy of authority. According to Tanzi (1998), officials possessing such monopolistic powers can either refuse to make a decision or ignore it until they receive bribes. Ghana lost, Ghs13.9 billion between 2015 and 2020 in Ministries, Departments, and Agencies (MDA) and Metropolitans, Municipal, and District Assemblies (MMDA) due to misappropriation and financial malfeasance (IMANI Ghana, 2022 & Transparency International 2023),

The theme sub-areas are:



1st Speaker - *What is Corruption and Why Talk About Corruption? Mr. Kissi Agyebeng, Esq., Special Prosecutor, Office of the Special Prosecutor*



2nd Speaker - *The Role of Values and Internal Organizational Structures. Dr. Anthony Yaw Baah, Secretary General of the Trades Union Congress, Ghana*



3rd Speaker - *Anti-Corruption Institutions, Civic Society and the Citizenry: How have they fared? Maame Yaa Tiwaa Addo-Danquah, Executive Director, Economic and Organised Crime Office (EOCO).*



4th Speaker – *Redesigning the Approach to Uprooting Corruption: The Rwanda Experience. Sustainability and Lessons for Ghana? Excellency, the High Commissioner of Rwanda in Ghana, H.E. Rosemary Mbabazi*

LEARNING OUTCOMES

The CIAMC believes that, in our society, everyone has a part to play in promoting greater social fairness. From campaigners to government officials, political appointees, to business leaders. We must with a sense of urgency work towards a corruption-free Ghana. It is expected that:

- Participants will gain a deeper understanding of corruption's forms, causes, and impacts
- Identify weaknesses in existing anti-corruption legislation and enforcement mechanisms.
- Share best practices on anti-corruption strategies and initiatives from different countries.
- Participants will change their wrong perception of bureaucracy as a tool for corruption.
- Build partnerships to develop and implement joint anti-corruption initiatives.

PROGRAMME OUTLINE FOR CIAMC ADMIN PROFESSIONALS CONFERENCE – JULY 2024

Theme:

**Building a Path Towards a Fair
and Sustainable Corruption-Free Ghana**

Pre-Conference Activity

1. Online registration of participants - Monday 1st July - Tuesday 23rd July 2024

Conference Day Activities

Venue: Conference Hall, Ghana Tertiary Education Commission

Date: Wednesday 24th July, 2024 | **Time:** 10:00am

- | | |
|----------------------------------------------------------------------------------------------------|------------------|
| 1. Opening of Zoom and other online Conference Platform | - 8:30 am |
| 2. Opening Prayer | - 10:00am 5 mins |
| 3. Introduction of Programme & Chairperson | - 10:05am 5 mins |
| 4. Response by Chairman –Prof. Victor Kwame Agyeman, Esq, Chairman, Public Services Commission | -10:10am 5 mins |
| 5. Welcome Address – Ehunabobrim Prah Agyensaim VI, FChPA, FCMC, Chairman, CIAMC Board of Trustees | - 10:15am 5 mins |
| 6. Purpose of Conference - Dr. Samuel Mawusi Asafo, FChPA , FCMC, Chief Executive Officer, CIAMC | - 10:20am 5 mins |
| 7. Solidarity Message from a Representative of Professional Bodies | - 10:25am 5 mins |

8. First Speaker: What is Corruption and Why Talk About Corruption?
Mr. Kissi Agyebeng, Esq., Special Prosecutor,
Office of the Special Prosecutor - 10:30am 45 mins
9. Second Speaker: The Role of Values and Internal Organizational Structures,
Dr. Anthony Yaw Baah, Secretary General, Trades Union Congress - 11:15am 45 mins
10. Third Speaker: Anti-Corruption Institutions, Civic Society and the Citizenry:
How have they fared? Maame Yaa Tiwaa Addo-Danquah,
Executive Director, Economic and Organised Crime Office - 12:00pm 45 mins
11. Lunch Break - 12:50pm 45mins
12. Fourth Speaker: Redesigning the Approach to Uprooting Corruption:
The Rwanda Experience. Sustainability and Lessons for Ghana?
Her Excellency Rosemary Mbabazi, High Commissioner of Rwanda
in Ghana - 1:35pm 45 mins
13. Open Forum – Moderator – Prof. Oswald Seneadza,
FChPA, FCMC, Kwame Nkrumah University of
Science and Technology, Kumasi - 2:20pm 30 mins
14. Closing Remarks by the Chair - 2:50pm 5 mins
15. Vote of Thanks - 2:55pm 5 mins
16. Closing Prayer - 3:00pm 5 mins

MCs: Mrs. Susuana Naa Dzagbley Ago, News Room, GBC &
Ms. Genevieve Esinam Akuamoah, Acting HR,
Komenda College of Education

PROFILE OF CHAIRPERSON

PROFESSOR VICTOR KWAME AGYEMAN, ESQ.,

Chairman of the Public Services Commission



Prof. Victor Kwame Agyeman, ESQ., was appointed as the Chairman of the Public Services Commission on 16th March, 2023 and sworn into office on 17th May, 2023.

Prof. Agyeman has over 37 years of public service, including 20 years in senior management positions. In addition to being a policy analyst, he is a resource management specialist, research scientist, lawyer, and ecologist. He has expertise in strategic planning, public administration and management, research administration and management, and the

execution of transformative strategic reforms.

Prof. Agyeman holds a PhD in Ecology from the University of Aberdeen, UK., an LLB (Law degree) from KNUST and a Qualifying Certificate/Barrister of Law (QC(BL)) degree from the Ghana School of Law. He held positions as Director-General and Chief Research Scientist of the Council for Scientific and Industrial Research (CSIR), Professor at the CSIR College of Science and Technology (CCST), and Professor at the University of Environment and Sustainable Development (UESD) prior to being appointed Chairman of the Public Services Commission. In addition, he is a Fellow of the Ghana Academy of Arts and Sciences (FGA), a Fellow of the Ghana Institute of Foresters (FGIF) and a Member of the Ghana Bar Association.

Prof. Agyeman has received numerous international awards and fellowships, including the 2019 Korean Global Agricultural Technology Co-operation Award, the 2009 Rockefeller Foundation Fellowship to lecture at Tufts University in Boston, USA, the Sigma ψ Award, a prestigious award from the United States of America (USA) for

young scientists, and the 2022 CORAF Honorary Award, which was given to eight distinguished scientists in Africa for their contribution to Agricultural Research.

Prof. Agyeman has authored or co-authored over 130 publications, including: 10 books, 2 chapters in books, 10 handbooks, 53 journal and conference publications, 13 edited international research and technical publications and 49 edited research publications. He has participated in more than 130 Conferences and Meetings in 65 Countries.

Prof. Agyeman has also consulted for several international organisations, including the World Bank (WB), African Development Bank (AfDB), International Tropical Timber Organization (ITTO), Food and Agriculture Organisation (FAO) and Conseil Ouest et Centre Africain pour la Recherche et le Développement Agricoles (CORAF).

PROFILE OF CONFERENCE SPEAKERS

MR. KISSI AGYEBENG, ESQ.,

Special Prosecutor, Office of the Special Prosecutor



Kissi Agyebeng was sworn into office as the second Special Prosecutor of Ghana on 5 August 2021 for a statutory term of seven (7) years.

He was the founding Managing Partner of Cromwell Gray LLP, a law firm operating from Ghana. He taught Criminal Law and International Humanitarian Law at the University of Ghana School of Law for more than fifteen (15) years.

He served as the Chairman of Ghana's Electronic Communications Tribunal - an ad hoc appellate tribunal that hears appeals from decisions and sanctions of the National Communications Authority in respect of the regulation of electronic communications, broadcasting and the use of the electromagnetic spectrum.

He also served as the Vice-Chairman of the Appeals Committee of the Ghana Football Association. He is a Notary Public of the Republic of Ghana and he was called to the Ghana Bar in 2003 after professional law studies at the Ghana School of Law where he won the E.N. Sowah Award for best student in Family Law.

He holds a Master of Laws (LL.M.) degree from Cornell Law School in Business Corporations, Securities Regulation, International Business Transactions. He holds another Master of Laws (LL.M.) degree from the Schulich School of Law at Dalhousie University in Marine & Environmental Law. He holds a Bachelor of Laws (LL.B.) degree from the University of Ghana School of Law where he won the Bensti- Enchill award for best graduating law student.

He is a fellow of the Institute of African Studies at Cornell University and the Canadian International Development Agency Fellowship for the Marine & Environmental Law Programme at Dalhousie University.

He has published several journal articles in Criminal Law, Law of the Sea, and Company Law. He co-edited A Commitment to Law, Development & Public Policy- A Festschrift in Honour of Nana Dr. SKB Asante and he co-authored Conflict of Laws in Ghana.

DR. ANTHONY YAW BAAH

Secretary General, Trades Union Congress



Dr. Anthony Yaw Baah is the Secretary General of the Trades Union Congress (Ghana). He holds a PhD in Economics from the University of Sussex in the United Kingdom, MSc in Financial Economics from the Norwegian School of Management and B.A (Hons) in Economics with French from the University of Ghana.

He has received other academic awards (certificates/diplomas) from Harvard Business School Executive Education Programme in Boston, USA, International Institute for Labour and Cooperative Studies from Israel, ILO International Training Centre in Turin, Italy, and the World Bank Institute, Washington D.C, USA;

He is currently a member of the Governing Body of the International Labour Organisation in Geneva, Switzerland and National Development Planning Commission (NDPC) of Ghana. He has previously served on the Management Committee of the Institute for Statistical, Social, and Economic Research of the University of Ghana, Advisory Board of the International Centre for Development and Decent Work (ICDD) of the University of Kassel, Germany, National Pensions Regulatory Authority (NPRO) of Ghana, Ghana Statistical Service (GSS), and Eminent Advisory Committee of the Electoral Commission of Ghana.

MAAME YAA TIWAA ADDO-DANQUAH

Executive Director, Economic and Organised Crime Office (EOCO)



Maame Yaa Tiwaa Addo-Danquah (Mrs) is a law enforcement professional with more than 30 years of experience out of which 20 years have been focused on financial crime detection and investigation duties at the Criminal Investigation Department of the Ghana Police Service, the Public and Private sectors. Maame is a Chartered Accountant and a Chartered Forensic Accountant. She holds a Master of Business Administration (Finance Option) Degree from the University of Cape Coast, Ghana. Maame was the Director of

Commercial Crime Unit of the Criminal Investigation Department (CID) for more than 3 years as well as the Director of CID Trainings for 3 years.

She has attended over a dozen conferences and training events in financial crime investigations. She has also facilitated in more than 25 training programs in fraud investigations both within Ghana for the Financial Institutions and abroad. Maame was the coordinator of the project at the CID which aims at building capacity of Investigators in financial fraud and cybercrime investigations. She has also been consulted in numerous engagements including the development of Post Chartered Diploma in Forensic Audit for the Institute of Chartered Accountants, Ghana (IGAG). She has been a resource person for the Institute of Chartered Accountants, Ghana's Continuous Professional Development.

She was the first Commandant of the Ghana Police Command and Staff College, Winneba, the highest training institution of the Ghana Police Service. She has held various appointments in the Ghana Police Service including Ghana Police Hospital

Administrator, Head of Police Headquarters Finance, Divisional Commander, Accra Central Division, Ministries, Accra, Deputy Director-General, Police Intelligence and Professional Standards Bureau. Deputy Director-General/CID, the Director-General of the Criminal Investigation Department, the first Woman to be appointed to that position since the inception of the CID in 1948, the Director-General/Welfare Ghana Police Service, the Director-General, Police Professional Standards Bureau. She has served on United Nations Peacekeeping Mission in Kosovo (UNMIK).

She is guest resource person at the GIMPA Business School, E-Crime Academy, and the Institute of Chartered Accountants Ghana, Management Development and Productivity Institute (MDPI). And University of Cape Coast, Department of Forensics. She is the President of the Ghana Police Ladies Association and Past President of the Association of Women Accountants, Ghana.

Maame is a Fellow of Association of Certified Chartered Accountants (FCCA), an Associate Member- Association of Certified Fraud Examiners (ACFE) and a Fellow of Institute of Chartered Accountants (FCA), Ghana

Maame has received several awards, including an Award in Promoting Education in Forensics (2024), from the Department of Forensics, University of Cape Coast; Award for Significant Role in Law Enforcement and Investment Protection in Africa and America by the Bureau for International Development Exchanges and Commerce (BIDEC) 2023 in Columbus, Ohio USA; and International Association of Women Police (IAWP) Leadership Award in Indonesia 2021.

Maame is married with three children. Her hobbies are reading and watching investigative movies.

HER EXCELLENCY ROSEMARY MBABAZI,

High Commissioner of Rwanda in Ghana



Her Excellency Rosemary Mbabazi, a businesswoman and politician in Rwanda, has served as the Cabinet Minister for Youth and Culture in the Rwandan cabinet since 31 August 2017.

Mbabazi holds a bachelor's degree in Education, obtained from Makerere University, in Kampala, Uganda. She also has a Master of Business Administration, from an institution in the United Kingdom.

From 2009 until 2011 she served as the Head of the investment promotion department in the Rwanda Development Board. In 2011, Rosemary Mbabazi was appointed a caretaker of Umubano Hotel and the chairperson of Soprotel, a joint venture company between the governments of Rwanda and Libya. In February 2012, she was appointed the Permanent Secretary in the Ministry of Youth and ICT, serving in that capacity until February 2017, when she was transferred to the Rwanda Ministry of Trade, Industry and East African Community Affairs (MINEACOM), as the permanent secretary.

In the cabinet reshuffle on 31 August 2017, Mbabazi was appointed the cabinet minister for the newly created Ministry of Youth, the former Ministry of Youth and ICT, which had been split into two dockets.

Her Excellency Rosemary Mbabazi has previously served as a member of the board of directors of Rwanda Revenue Authority.

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



Dr. Samuel Mawusi Asafo, BA, EMBA, Msc, 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, FCMC, FChPA – Deputy Chief Executive Officer, CIAMC, a Professional Administrator and a Chartered Management Consultant.

CONFERENCE ADVISORY BOARD

- Ehunabobrim Prah Agyensaim VI, FChPA, FCMC,
CEO, Industrial and Engineering Services Limited
- 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
- Mrs. Janet Fofie, FChPA, FCMC,
Former Chair, Public Services Commission
- Nana Kwasi Agyekum-Dwamena, FChPA, FCMC,
Former Head of the Civil Service, Ghana
- Ing. Dr. Stephen Nana Ato Arthur, FChPA, FCMC,
The Head of the Local Government Service, Ghana
- Nana Dr. Albert Brown Gaisie, FChPA, FCMC,
National Security Council
- 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 Freights 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. Public Services Commission
3. Office of the Head of Civil Service
4. Office of the Head of Local Government Service
5. Ministry of Employment and Labour Relations
6. Ministry of Tourism
7. Ministry of Finance
8. Ministry of Local Government and Rural Development
9. Ministry of Education
10. Institute of Directors-Ghana
11. The Chartered Governance Institute
12. Chartered Institute of Marketing Ghana
13. Institute of Public Relations
14. Ghana Association of University Administrators
15. Association of Health Service Administrators - Ghana
16. Ghana Association of Local Government Administrators (GALGA)
17. Administrative Professionals Ghana
18. Opal Marketing and Management Services
19. Makola Foundation
20. Office of the Special Prosecutor, and
21. Economic and Organised Crime Office (EOCO)

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



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.

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

**CIAMC, LET'S CREATE YOUR
GROWTH STRATEGY TOGETHER!**

CIAMC, WE SET THE PACE!!

ACCRA (Head Office): 0553 903 442, 0263 875 668, 0571 856 008

SUNYANI: 0544 229 000, 0206 368 316

TAMALE: 0200 609 034, 0244 995 257

KOFORIDUA: 0243 241 152, 0543 929 978

HO: 0208 360 971, 0544 839 274, 0244 158 133

TAKORADI: 0249 397 624, 0547 048 596, 0244 330 258

CAPE COAST: 0244 708 597

KUMASI: 0203 996 261, 0206 920 346, 0200 645 253

WINNEBA: 0244 084 613

WA: 0544 072 620

SOMANYA: 0208 190 336, 0208 307 692

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



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

 **CIAMC**

 **Ciamcgh**

 **@ciamc_ghana**