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**A BUGR I BENJAMIN** ( C V )

# KEY COMPETENCIES

1. Recipient of the 2024 International Knowledge Management Award (Individual Category), alongside the World Bank for the institution category.
2. A certified Knowledge Management (KM) for Sustainable Development & Project Management expert with about ten years relevant practical work experience at the senior manager level with both national and international organizations.
3. Co-initiator and implementer of the flagship [Continental Knowledge Management for Agricultural Development (KM4AgD) Challenge](http://www.km4agd.faraafrica.org/), an approach for advancing knowledge societies in Africa. Through this initiative, 55 persons have been certified as [KM Practitioners](https://km4agd.faraafrica.org/participants/) from 40 institutions in 30 National agricultural research and extension systems across Africa.
4. A key member of relevant KM Partnerships, Networks and communities including the [KM4Dev](http://www.km4dev.org/profile/BENJAMINABUGRI261?xg_source=profiles_memberList), [Knowledge for Development Partnership (K4DP)](https://k4dp.org/), [Knowledge City](https://www.knowledge.city/) (School of Knowledge Sciences) and frequent contributor to discussions on KM for development.
5. Experienced in designing and implementing c o s t e f f e c t i v e a n d s u s t a i n a b l e Knowledge Management a n d o u t r e a c h Programs and systems for large and small projects as well as national and continental initiatives targeting diverse audiences. Successfully implemented projects in Intranets and internets, Databases, Geographic Information Systems (GIS), Natural Resource Management, Agricultural Research for Development (AR4D), Child Protection, conflict management & prevention, Health and Nutrition, Natural Resource Regeneration, Library Projects as well as Virtual Meeting Systems.
6. Excellent writer and editor of knowledge Products. Have written/edited over 70 research reports, policy briefs, dissemination notes within the past 3 years. Many accessible through [www.library.faraafrica.org.](http://www.library.faraafrica.org/)
7. Has relevant experience in managing KM in climate change projects including the [BIOMASSNet](http://www.biomassnet.faraafrica.org/) Project and representing FARA in activities of the United Nations Framework Convention on Climate Change (UNFCCC). Also provides Knowledge Management technical support to the [Climate Smart Agriculture Youth Network,](http://csayn.org/staff-view/benjamin-abugri/) a vibrant global network of youth headquartered in Cameroun.
8. Very competent in leading/coordinating national, continental and global knowledge management and outreach initiatives as well as the development of knowledge products. Currently leading the KM and outreach drive with the 55 AU Countries under the Science Agenda for Agriculture in Africa (S3A).
9. Very experienced coordinator of international Events and Conferences including leading the organization and publicity of the [Africa Agribusiness and Science Week (AASW)](https://aasw.faraafrica.org/), the [Science and Partnership for Agriculture Conference (SPAC2022)](https://events.faraafrica.org/), the Knowledge management for Agricultural Development Conference
10. Very conversant with de velop i ng a nd using Knowledge Management tools and platforms including SHAREPOINT, INSIGHTLY, MAILCHIMP, TEAMUP CALENDAR, DROPBOX, GOOGLE ANALYTICS, SurveyMonkey, Trello, Zoom, Microsoft Teams, Dgroups, among others.
11. Familiar leading implementation with different funding mechanisms including World Vision International, USAID, World Bank, IFAD, EC, among others.
12. Very experienced in Community engagement, rural development and outreach.
13. Very experienced in creating and managing Communities of Practice (CoP) for knowledge sharing and learning. Currently managing the FARA-Net Dgroups of over 40,000 members from relevant sectors of Agricultural Research for Development (AR4D) in Africa and other parts of the world. Able to curate knowledge products from these discussions.
14. Experienced in Budgets, Financial and events preparation and management.
15. Very experienced in database management, information management and reporting. A certified trainer of World Vision International database (Horizon) and the lead person for the [FARADataInformS](http://www.faradatainforms.farafrica.org/); an observatory for AR4D and S3A.
16. Experienced in data analysis using SPSS, MS Excel and other Microsoft tools.
17. Very experienced in the use of MS Word, MS Excel, MS PowerPoint among others.
18. Experienced in using Adobe Creative Suite CS6 especially acrobat, Photoshop and illustrator.
19. Trained and experienced in Photography and Videography.
20. Experienced in website, server, domains and social media management & administration
21. Experienced in using **USAID TraiNet database**
22. A very versatile and multi-functional staff, passionate and an accomplished team player.

# A 2014 recipient of the World Vision Ghana National Director & West Africa Regional Leader Award for excellent Knowledge Management practices and Innovation, and a Finalist during the 2022 Global KM award by the Knowledge for Development Partnership where [Prof Vincent Ribieri](https://www.linkedin.com/in/vincentribiere/) emerged winner

1. Aside the above, I have an extensive international and continental exposure and network especially with persons, groups and institutions in KM and development.
	1. Led the KM for S3A drive and made presentations and interacted with high level representatives of over 40 African countries and sub-regional offices. Currently leading the implementation of a [continental observatory](http://www.faradatainforms.faraafrica.org/) for Africa AR4D in line with the [Science Agenda for Agriculture in Africa (S3A)](http://www.scienceagenda.org/) and [CAADP.](https://au.int/en/caadp)
	2. Received one-week training in Kuala Lumpur, Malaysia on World Vision International database management in April 2014. Became the Ghana/West Africa Regional Office focal person in documenting the lessons from the rollout of LEAP and the introduction of Horizon.
	3. Participated and presented in Global Knowledge Management Forum held in Panama in the Latin America in May 2014 and other Knowledge management Conferences in Africa and in Europe
	4. An active member of Knowledge Management communities such as KM4Dev, KMWorld, KMI, Global Health Knowledge Coordinating (GHKC) among others. Also Coordinator for the Knowledge Management for Agricultural Development (KM4AgD) Community of Practice
	5. With support from the Global Office of WVI, provided orientation and capacity building efforts in setting up KM functions in other World Vision West Africa Countries including Sierra Leone, Senegal as well as Mozambique in South Eastern Africa.

# PROFESSIONAL CERTIFICATION

1. Knowledge Management Academy, Vienna, Austria. **Certified Knowledge Manager**. November 2020
2. Knowledge for Development Partnership (K4DP) School of Knowledge Sciences - Austria, Makerere University Business School - Uganda & the Forum for Agricultural Research in Africa (FARA) – CAADP-XP4. **Certified Knowledge Manager for Sustainable Development**. December 2021

# MEMBERSHIP IN BOARDS

1. [Knowledge for Development Partnership (K4DP](https://www.k4dp.org/team/)). **Member, Board of Directors;** 2020 to date
2. The [Institute for Scientific and Technological Information (**INSTI**)](http://insti.csir.org.gh/) of the [Council for Scientific and Industrial Research (**CSIR**)](http://www.csir.org.gh/), Ministry of Environment, Science and Technology, and Innovation (MESTI), Ghana. **Member, Management Board;** March 2022 to date

# EDUCATION/DEGREES/DIPLOMA/CERTIFICATE

1. University of Ghana Graduate Business School; PhD Candidate, Public Administration & Policy Management.

(Thesis is focused on Knowledge Management for Sustainable Agricultural Transformation in Africa)***.***

1. Paris Graduate School of Management (PGSM); International **MBA** (Strategic & Project Management); Paris, France. November 2012
2. University for Development Studies - Faculty of Agriculture, Tamale / Farmer Training Centre, Bolgatanga; **Postgraduate Certificate** in Project Monitoring and Evaluation; December 2011
3. University of Cape Coast, **B. ED (HONS) Social Sciences** (Accounting and Business Management Major) – 2nd Class Upper Division; Cape Coast, Ghana.

July 2007

1. Tamale Secondary School, Tamale, Ghana

SSSCE – Business (Accounting Option). December 2000,

 **CERTIFICATED TRAININGS / WORKSHOPS**

1. Certificate in Gender and Youth Development (Teach Your Friends); Sponsored by United State of America Peace Corps; Valley View University, Oyibi; 3rd. – 7th July 2003.
2. Certificate of competence in Driving; **UE246245 Class B**; Bolgatanga, Ghana; since 30 – 07 – 2007
3. Certificate in Peace Building: Local Capacity for Peace / Do-No-Harm; sponsored by World Vision Ghana; June 2010.
4. Certificate i n Windows XP, Excel 2007, Word 2007, PowerPoint 2007; Excellence Consultancy Service; Sponsored by World Vision Ghana; February 6 2011.
5. Certificate in Design, Monitoring and Evaluation and World Vision Development Programming Approach, Training of Facilitators; World Vision Ghana; Sunlodge Hotel, Tesano; 21st May – 1st June, 2012
6. Certificate in Outcome Mapping, Institute for Development Practice, Accra, Ghana. January 2013.
7. Certificate in Project Management (BoothCamp); Cambridge Centre of Excellence, Accra, Ghana; January 2016

 **JOB EXPERIENCE**

**Forum for Agricultural Research in Africa (A Continental Apex Institution of the Africa Union), Accra, Ghana**

# Knowledge Management, Digitalization, Learning & Communications Cluster Lead Specialist (Knowledge Management & Decision Support Unit Supervisor): February 2017 – Date

**Responsibilities:**

1. Develop an automated repository and analytical framework for data and information on African Agricultural Science, Technology and Innovation
2. Coordinates the management and integration of content generated by FARA and partners and ensures that it is readily accessible and in the right format
3. Coordinates the conduct of quantitative analysis of social, economic, biological and biophysical databases at the regional, sub-regional and national level for agricultural and economic development.
4. Coordinates the development and collation of databases required for social, economic, biological and biophysical analysis.
5. Assembles teams to facilitate the quantitative and qualitative analysis and interpretation.

at the regional, sub-regional and national levels.

1. Uses reports from quantitative analysis to guide sectorial investment leading to agricultural transformation and poverty reduction and national, sub-regional and continental level.
2. Develops tools for knowledge management.
3. Contributes to the development of more partnerships required for agricultural transformation in Africa.
4. Monitors the functioning of partnerships in research and innovation and draws lessons from them, shares same with agricultural stakeholders to develop sectoral organizations at national, sub-regional and continental levels.
5. Shares lessons learnt from technical partnerships with the Advocacy team
6. Supervises staff under the Knowledge Management, Learning and Communications Unit
7. Any other tasks assigned by the Director Research and Innovation.

**Achievements:**

1. Recipient of the 2024 International Knowledge Management Award (Individual Category), alongside the World Bank for the institution category.
2. Successfully led the African continent through the Science Agenda for Agriculture in Africa (S3A) consultation to conduct a knowledge management assessment to inform appropriate knowledge solution to drive STI in Africa. Currently working with 8 (5&3) Tier 1 countries and the 4 sub-regional offices to actualize this.
3. Successfully coordinated the design and dissemination of relevant knowledge products for the implementation of the S3A including the logo, leaflets and other visibility materials for advocacy.
4. Led/Leading the development and implementation of the [FARA Data & Information System](http://www.faradatainforms.faraafrica.org/)

  [(FARADataInformS)](http://www.faradatainforms.faraafrica.org/); a repository and observatory of relevant Science and Technology Indicators (STI) metrics with analytical features for agriculture at country level serving as the basic resource from which various information services and products are derived. It contains tools and datasets for demand & supply of capacities, innovation platforms, extensions & outreach, partnerships among others. FARADataInformS has been Packaged into a tool for driving the AR4D and S3A in Africa.

1. Reactivated, maintained and managed the various FARA information systems with excellence. These include the [eCapacities Africa portal](http://www.e-capacities.com/), [Innovation Platform and agri- business portal](http://www.ipabp.org/), [the eRAILS portal](http://www.erails.net/), [FARA Corporate website](http://www.faraafrica.org/), [S3A website](http://www.scienceagenda.org/), [BiomassNet](http://www.biomassnet.org/). Also ensured their domains and hosting subscriptions and maintenance are done with excellence.
2. Efficiently managing about six active Communities of Practice (CoP) under [Dgroups](https://dgroups.org/fara-net)  [platforms](https://dgroups.org/fara-net) made up of over 40,000 members from extension, research, education, farmers, private sector, etc. from across Africa and some other parts of the world. It is one of the most vibrant CoP of AR4D for the Africa continent.
3. Developed and implemented appropriate and cost-effective knowledge capture, dissemination and application strategy to ensure sustainability of knowledge systems and other relevant emerging data needs. Built stronger partnerships and outreach with relevant stakeholders at the National level and other continental and sub-continental institutions and established a knowledge management network of relevant focal persons from countries and sub-regional and regional institutions of the Africa Continent.
4. Led/leading the collection and management of relevant continental datasets for FARADataInformS including contact details of all Research Institutions, competencies centres, Universities, Private sector institutions, extension services, farmer associations among others. These further strengthen FARA’s role as a knowledge institution and AR4D mandate for the Africa Union.
5. Efficiently coordinated the activities of the [FARA Library Digitization](http://www.library.faraafrica.org/) and

reorganization process. This serves the Africa continent with relevant knowledge products on STI.

1. Coordinated the acquisition of ISBNs and publishing of more than ten (70) relevant publications on African STI within three years.
2. Co-author of [FARA Dissemination Notes](https://library.faraafrica.org/dissemination-notes/), A periodic publications of FARA on key information regarding STI and Africa Research and Development.
3. Coordinator and co-editor of [FARA Research Reports](https://library.faraafrica.org/research-reports/), a research publications instrument with over 40 publications to our credit in less than one year.
4. Designed knowledge management tools for coordination of activities in FARA including the Teamup calendar.
5. Successfully organized several technical seminars and knowledge sharing events and played key roles in organizing continental and sub-regional engagements and policy dialogues.
6. Co-drafted the FARA publications policy and guidelines currently being used.
7. Played a key role in developing the Extended Concept note for the Capacity Development and Technology Outreach (CDTO) Compact of the Technologies for African Agricultural Transformation (TAAT) initiative.
8. Leading the development of a template for Value chain actors’ registration database under the AfDB funded [Technologies for Africa Agricultural Transformation](http://www.taat-africa.org/) Programme
9. The main administrator of all FARA databases and other web applications
10. Leading the interaction and outreach initiatives between researchers and other value chain stakeholders in the context of the Innovation Platforms. Over 400 [innovations Platforms](http://www.ipabp.org/), Agribusinesses and Multi-Stakeholder platforms currently interacting and sharing opportunities and experiences.
11. Initiator of and leading the implementation of the flagship [Continental Knowledge Management for Agricultural Development (KM4AgD) Challenge](http://www.km4agd.faraafrica.org/), a learning event where capacities of over 28 Focal points from 21 countries are being built to develop their countries KM strategies. www.km4agd.faraafrica.org
12. Leader and organizer of the first and second [Continental Knowledge Management for Agricultural Development (KM4AgD) Conference](https://km4agd.faraafrica.org/) 2022 scheduled to take place in Accra from September 14 – 16, 2022.
13. Organizing member leading Communications and Visibility of three major international Conferences; the [Africa Agribusiness and Science Week (AASW)](https://aasw.faraafrica.org/) 2023, the [Science and Partnership for Agriculture Conference (SPAC2022)](https://events.faraafrica.org/), the Knowledge management for Agricultural Development Conference 2021 and 2022.

**Health Strategy and Delivery Foundation (HSDF), Abuja, Nigeria**

**Communications/ Knowledge Management & Learning Consultant: July – October 2021**

**Job Summary**

The Consultant would be responsible for the development of tailored knowledge products and support in the development of a knowledge management and learning agenda for nutrition in Nigeria, for the Accelerating Nutrition Results in Nigeria (ANRiN) project. The Consultant would be provided available resources – information, documents, etc., on the ANRiN project.

The Consultant would also support the communications team in the design and development of KML and communications policies, frameworks and drive capacity building of the team.

The Consultant must be a business professional and will be responsible for a diverse set of knowledge management and communications-related tasks which must be performed with decisiveness and accuracy for effective business performance. This appointment is contingent upon work of the highest quality and the engagement would be based on deliverables and timelines.

**Job Responsibilities**

1. Develop drafts of four (4) knowledge products identified for the ANRiN project.
2. Support the development of a knowledge management and learning agenda for nutrition in Nigeria, including review of approach, facilitating stakeholder workshop, and drafting of report.
3. Review and develop policy for internal knowledge management processes and procedures and recommend suitable platforms.
4. Lead the development of one (1) case study.

**Achievement**

1. Developed an organizational Knowledge Management Policy & Strategy for the HSDF

# University Research Company-Centre for Human Services – USAID Systems for Health Project, Ghana

**Knowledge Management Specialist: October 2015 – February 2017 Responsibilities:**

1. Assist technical teams, project partners and health facility staff in documenting and synthesizing learning from project activities.
2. Support the creation of documentation templates and knowledge sharing activities related to improvement interventions and training for staff on their use.
3. Work with project leadership to identify development communication and knowledge management related capacity building activities for technical staff and other project stakeholders
4. Develop and implement a knowledge management strategy for the project
5. Maintain a knowledge management community of practice among the 21 USAID Health implementing partners in Ghana, identify capacity gaps and support them in related activities
6. Develop and maintain a database that documents project deliverables including photos, videos, documents and ensuring compliance
7. Coordinate the mapping of USG projects interventions in health through the analysis and presentation of geographic information systems. Function as the primary GIS contact for the project
8. Establish and maintain project shared drives, including local drives and online information sharing platforms.
9. Establish and maintain a Knowledge Management Portal (website) to facilitate sharing and learning among 21 United States Government intervention in Health Systems strengthening in Ghana.
10. Ensure the use of knowledge management techniques, approaches and methods to help make the project and URC for that matter a learning organization.
11. All other Knowledge Management task as necessary

**Achievements:**

1. Designed a KM strategy and workplan for implementation.
2. Produced Quarterly and annual reports for submission to USAID Ghana
3. Introduced KM sharing tools such as Teamup Calendar, Mailchimp to facilitate learning and sharing among staff, USAID Implementing Partners, and Ghana Health Service. This provided a lot of information to the USAID Mission and Ghana Health Service to coordinate better.
4. Successfully established, coordinated and managed a KM Community of Practice among all 24 USAID Health Implementing partners working across Ghana as part of my external coordination function.
5. Played a lead role in organizing the 2016 Ghana Health Service – USAID two days collaboration Meeting which was used to strengthen working relationship between the two. A deputy minister of Health, current and past Director Generals of GHS, Directors at the GHS, Regional Directors of Ghana Health Services and other key development partners were in attendance. Organized a knowledge fair along the meeting.
6. Developed a KM portal for USAID|Ghana Health partners to learn, share and collaborate to achieve health outcomes and currently ready for launch. Will be accessed through [www.ghanahealthpartners.org](http://www.ghanahealthpartners.org/) when launched to the public. The test page is available for view only since USAID is in the process of approving it.
7. Successfully organized 6 knowledge sharing events for the 24 USAID health implementing partners within one year. This promoted greater collaboration and coordination and saved money due to avoidance of duplication of efforts.
8. Served as the main Knowledge Management focal person on behalf of the 24 USAID funded Health Projects in Ghana and constantly liaised with USAID Ghana office and the URC headquarters team in the USA.

# John Snow Health Research and Training Institute (JSI) – Strengthening Partnerships, Results and Innovation in Nutrition Globally (SPRING) Ghana Project (USAID Funded Project)

**Knowledge Management Program Manager: October 2014 – September 2015 Responsibilities:**

* Develop a SPRING/Ghana strategy for Knowledge Management and Communications that includes mechanisms for creating, distributing and sharing experiences, innovations, and best practices
* Provide KM direction and support to the SPRING/Ghana Country Manager and country office
* Develop promotional materials and promote via SPRING’s existing website, social media, listservs, and other venues where relevant
* Assist in the development and production of deliverables such as annual reporting, quarterly reporting and other required deliverables
* Collaborate with technical staff in writing and editing marketing materials, including success stories, technical briefs, tools, and other reports
* Undertake fact checking, writing and copy editing, and version control
* Develop country and/or regional dissemination lists and ensured that SPRING targeted audiences receive SPRING materials; monitor and track dissemination
* Ensure KM activities are being implemented on budget and schedule
* Ensure a high level of quality for all SPRING/Ghana materials in accordance with SPRING branding guidelines
* Liaise with SPRING/DC to develop and promote SPRING/Ghana activities via social media and SPRING’s website

**Program support:**

* Develop procedure and tools to ensure effective communication between Accra, Tamale, and district level staff
* Work with country staff to ensure that knowledge and information is being shared in a consistent and organized way
* Work with the country staff to ensure that project resources and news are made available to staff and the public in a timely manner
* Assist in documenting and disseminating country results, either via newsletters, success stories, quarterly reports, or other reporting mechanisms
* Provide day-to-day management and coordination of communication activities
* Provide technical advising in communications and guide program staff to enhance their communication skills such as preparing PowerPoint presentations, developing success stories, taking good photos, etc.
* Engage in program workplanning process

**Achievements:**

1. Successfully developed a two-year KM Strategy and led its implementation.
2. Led the compilation and submission of monthly reports for internal use and Quarterly and Annual Reports to both USAID and SPRING (JSI) in Washington.
3. Led the development of advocacy products on the 1000 Days approach to child nutrition and aflatoxin management and prevention.
4. Built capacities of new staff on SPRING/Ghana KM approach
5. Worked closely with technical Leads, Field staff to identify and document key achievements in child nutrition. Also played a key role in designing the framework of the 1000 DAYS Household approach to nutrition for children under 2 and lactating mothers.
6. Identified capacity gaps among staff and initiated training opportunities.
7. Successfully designed and implemented a GIS database system for documenting project information.
8. Successfully managed the Ghana site of the SPRING intranet.

# World Vision Ghana, Head Office, North Industrial Area, Accra-North:

# Knowledge Management & New Initiatives Coordinator: January 2013 - September 2014

## Purpose of Position:

To lead and coordinate Knowledge Management (KM) in the national office in order to facilitate organizational learning, innovation, documentation of best practices and change at all levels towards more effective operations and use of better practice techniques in realizing child well-being outcomes.

## Key Responsibilities

1. Develop, review, and implement KM strategy, guidelines and policies (KM policy, Horizon policy, etc.)
2. Establish and manage World Vision Ghana (WVG) soft and hard Library.
3. Maintain and manage a database that captures lessons learned, best practices ensuring standardized methodologies and alignment with WV International KM systems and processes.
4. Ensure capacity of all WVG staff on KM is built to ensure consistency of data management
5. Relationship building with stakeholders – internal and external (DME Unit, Sector Specialists, Advocacy, Communications, Finance, Communities, Government and other external stakeholders.
6. Establish, coordinate and facilitate learning events (including internal and external stakeholders) to ensure capturing and sharing lessons learnt and best practices across all WVG programmes
7. Coordinate and manage all Programme Management Information System (Horizon)
8. activities
9. Ensure that knowledge assets and KM solutions and systems support organizational needs and provide an easily accessible source of information to inform the reporting process
10. Create a culture that encourages knowledge sharing, and ensure that knowledge is thoroughly shared with the organization as a whole and not just with individuals.
11. Lead in the contextualization and application of all partnership and regional initiatives in the National Office (NO), Divisions, Departments and Area Development Programmes
12. Coordinate the review process and upload all required reports through horizon.
13. National Office (NO) technical point person for horizon, Child Well Being Targets (CWBT) and all new partnership initiatives to ensure a well coordinated and documented piloting and implementation across the organization

# ACHIEVEMENTS

1. Successfully developed and implemented a three-year Knowledge Management Strategy for World Vision Ghana covering WASH, Health & Nutrition, Food Security, environmental management, Advocacy and Child Sponsorship.
2. Developed an Intranet to enable the National Office manage information using SHAREPOINT. This is currently functional and serves as the information database.
3. Successfully set up the KM unit and supervised 5 staff and interns to develop Geographic Information System (GIS) database.
4. Successfully facilitated the creation of Knowledge assets in three key successful programme areas including [Farmer Managed Natural Regeneration (FMNR),](https://www.researchgate.net/publication/332259857_How_World_Vision_Ghana_is_helping_to_regenerate_depleted_lands_through_the_Farmer_Managed_Natural_Regeneration_FMNR_Initiative?channel=doi&linkId=5caa67ee92851c64bd57ae43&showFulltext=true) Village Savings and Loans Association (VSLA) & Water, Animation, Sanitation and Hygiene (WASH). These were published in WVI portals
5. Served as the Country point person for WV International Information database and managed with excellence. Also coordinated work planning and reporting of the National Office with 34 Area Development Programmes.
6. Led the National Office in documenting learnings from the [Farmer Managed Natural Regeneration (FMNR)](https://www.researchgate.net/publication/332259857_How_World_Vision_Ghana_is_helping_to_regenerate_depleted_lands_through_the_Farmer_Managed_Natural_Regeneration_FMNR_Initiative?channel=doi&linkId=5caa67ee92851c64bd57ae43&showFulltext=true) initiative that chalked a lot of successes in the Upper East Region of Ghana.
7. Led the National Office in Publishing key impact stories in the media and in platforms provided by the World Vision Partnership.
8. Successfully led World Vision Ghana in rolling out and documenting learnings f r om a new programming approach called Learning Through Evaluation with Accountability and Planning 3 (LEAP 3)
9. Participated in a one-week Global Knowledge Management Forum held in Panama (Latin America) in May, 2014. Also received Training on Horizon and contributed to both the development and implementation of Horizon 2.0 representing Ghana and the WARO.
10. Received an award for innovation and Knowledge management for the 2013 fiscal year from the World Vision West Africa Regional Leader and the Ghana National Director.
11. As the first KM person for a National Office in the WARO, supported other WARO countries to introduce KM and provided capacity building support to their teams. Sierra Leone was the firs to receive my support.

# World Vision Ghana, Garu – Tempane Area Development Programme (ADP), Bolgatanga Operations Base, Ghana (Funded by World Vision South Korea).

**Programme Coordinator – Child Sponsorship: June 2009 – December 2012**

**Purpose of the position:**

Facilitate development activities at the ADP level through community entry, mobilization and participation in project planning, implementation, monitoring and evaluation as well as RC data management.

Observe mission and core values of World Vision and demonstrate a quality of spiritual life that is an example to others

## Key Responsibilities

* Carry out needs assessment and reviews in communities to determine development interventions that are required
* Participate actively in the preparation of project budgets at the ADP level
* Ensure availability of Project/program Information for input into Project
* Management Information System (PMIS)
* Build capacity of communities to prepare and respond to emergencies
* Participate in Registered Children (RC) mapping processes in communities to ensure participation of RC and their families in project activities
* Facilitate communication between RC and their sponsors and ensure that
* Sponsorship Key Performance indicators are met
* Administer STEP, SD, SD+, DI and other sponsorship software in the ADP
* Participate in RC count and other monitoring activities to ensure that all children are accounted for
* Facilitate and report on development activities in communities
* Conduct regular monitoring of projects to ensure project activities are conducted as planned
* management of over 3000 children data in over ten communities
* Management of sponsorship softwares (Lotus Notes, SD+ and STEP) containing data of over 3000 children and their sponsors from South Korea.

# ACHIEVEMENTS

1. As first Sponsorship of the ADP, led the setting up of all child registration processes and community engagements leading to the registration and management of over 3000 children.
2. Excellent management of the ADPs SD+ and STEP databases of and most cases supported other ADPs within the Base Operations to meet their sponsorship indicators.
3. Performed by duties with excellences with constant Green ratings and that earned me promotion to the National Office as Knowledge Management & New Initiatives Coordinator for WV Ghana.
4. Adjudged as the best impact story writer for the fiscal year 2011 by World Vision Korea
5. Successfully managed the Child Sponsorship database of over 3000 sponsored children and monitored them with efficiency across the 10 dispersed major communities in the District.
6. Constantly interacted with Sponsors via Annual Report Cards and Christmas Cards as well as letters and stories.
7. Assisted the ADP manager in programme management (Reports preparation, Budgeting, Proposal writing, Partnering, CDPP). Acted as ADP Manager in a number of occasions.
8. Procurement Chairperson for all procurement issues of the ADP

# Siminaba Company Limited, P. O. Box 46, Offinso, Ashanti Region. (An Oil Marketing Company)

**General Manager: Jan.2009 – May 2009**

1. Preparation of financial reports and general administrative reports to management
2. Lead person between company and Total Petroleum Ghana Ltd
3. General supervision
4. Successfully set up the accounting systems for the company which is still in place.

# Anglican Diocesan Development & Relief Organization (NGO), Bolga, Ghana.

**Micro-Credit/Field Officer for Sherigu Gender, Primary Health Care & Food Security Projects; October 2007 – December 2008**

* 1. Kept an updated and accurate financial record (Cash analysis books, Loans Ledgers, General ledger, etc.) on micro-credit for women and other accounting records of the projects and reported to the secretariat
	2. Assisted the project manager in the implementation of activities for both Food Security, Primary Health Care and Gender programmes
	3. Assisted the Project Manager in running the Sherigu Anglican Women Development Centre (SAWDC)
	4. Participated among others, capacity building workshops on Rights Based Approach to development, Results Based Management, micro-credit management, Guinea fowl production.

KEY COMPUTER AND COMMUNICATION SKILLS

Mastery of Microsoft suite, Lotus Notes, SD+ & STEP, research softwares, Adobe Creative Suites and effective internet resource usage. Also experienced in photography, Database management and the use of several online applications relevant to Knowledge Management.

HOBBIES

Internet search, Volleyball and Table tennis

INTERESTS AND ACTIVITIES

* + 1. Reading of research journals, story books and inspirational books
		2. Networking
		3. Family outing
		4. Community mobilization
		5. A passionate fun of children

SOME RELEVANT AUTHORED/CO-AUTHORED PUBLICATIONS

1. [Continental Data Capture Strategy (CDCS): A Practical Guide for Knowledge Managers in Africa Research and Development](https://library.faraafrica.org/2021/06/22/fara-continental-data-capture-strategy-june2021/). The Forum for Agricultural Research in Africa (FARA), Accra, Ghana. May – 2021. ISBN - 978-9988-3-2493-3; 978-9988-3-2494-0 (EBOOK). Pp 1-87
2. [The Role of Knowledge Management in National Food and Agriculture Policy Implementation: Evidence from the Planting for Food and Jobs Agricultural Policy of Ghana](http://bitly.ws/9nMw): Volume. 5 Issue. 9, September - 2020, International Journal of Innovative Science and Research Technology (IJISRT), www.ijisrt.com. ISSN - 2456-2165, PP :- 967-998.
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