



**Healthy Life International – Liberia** – Monrovia, Liberia – August 28, 2017 till date

Post: Executive Director

Duties: In charge of all administrative and project implementation activities of the organization, including the donor-funded project of assisting 150 needy school girls in selected schools with feminine hygiene packs monthly.

**Liberia Network of Persons Living with HIV (LibNeP+)** – Monrovia, Liberia – April 10, 2017 – December 31, 2017

Post: Executive Director (Consultancy)

Duties: Overseeing the implementation of The Global Fund funded project to offer care and support, capacity building and management restructuring to persons living with HIV and organizations undertaking activities related to persons living with HIV, including LGBTQI community members. Overseeing the implementation of other donor-funded projects

**National Elections Commission (NEC)** – Monrovia, Liberia – April 28, 2014 – May 2, 2014

Post: Exhibition Officer (Contractual)

Duties: Exhibiting of voters' register at Kpawetro Town in Grand Bassa County, Republic of Liberia, for registered voters to verify and amend their records

**National AIDS Commission (NAC)** – Monrovia, Liberia – September, 2013 – December 2013

Post: Volunteer/Consultant

Duties: As assigned by the Commission. Consultancy service involving the organizational and management restructuring of the Liberia Network of Persons living with HIV (LibNeP+)

**Liberia Investment & Trading Company (LINTRACO)** – Monrovia, Liberia – January 3, 2013 – March 31, 2013

Post: IT Manager

Duties: Managing all IT activities and personnel of the company

**Christian Care – Prisons & Comm. Service Org.** – Accra, Ghana – January 2011 – September 10, 2011

Post: Project Coordinator (Contractual) – Bristol-Myers Squibb Foundation Project – strengthening the HIV and AIDS competences of Senior Officers of Ghana Prisons Service and selected inmates being held in the lawful custody of the service

Duties: Overseeing project staff...permanent/volunteers, developing necessary program tools for the implementation of the project, ensuring the total implementation of project according to specifications, etc.

**Tech Talk Services** – Accra, Ghana – September 2010 – December 2012

Post: Computer Systems Administrator

Duties: Undertake both administrative and technician duties for the company

**Maritime Life Precious Foundation** – Takoradi, Ghana – March – September 2009

Post: HIV and AIDS Psychosocial Counselor – USAID/SHARP-AED Project

Duties: Contracted as a psychosocial counselor for female sex workers (FSW) and LGBTQI community members; giving medical referral and financial support to persons living with HIV (PLHIV) among those most at risk population (MARP); ensuring the formation and support of support groups of the MARP, development of policy for the integration of MARP activities in documents for the national response to HIV and AIDS; etc

**Logistike World Connectors** – Tema, Ghana – June 2008 – November 2009

Post: Partner and Camp Representative

Duties: Supervised and ensured the consolidation of personal belongings of Liberian returnees from Ghana for shipment to Liberia

**AwaaWaa2** – Accra, Ghana – June 2007 – May 2008

Post: Volunteer

Duties: Assisting in the core program implementation of the center, which is to cater to the needs of children with communication disabilities and autism, as part of my child counseling training

**The Billiard Center** – Tema, Ghana – December 2003 – December 2012

Post: Administrator

Duties: Running the daily administrative affairs of the Center to ensure that its objective of being in the forefront in the promotion of the sport of billiard in Ghana is met

**Ghana Healthy Life International** - Tema, Ghana – May 2003 – December 2012

Post: Administrator

Duties: Running the daily administrative affairs of the organization; development of organizations projects proposals; sourcing for projects; managing projects of organization; etc

**Aquarius Restaurant Limited** – Accra, Ghana – April 2002 – October 2003

Post: Supervisor

Duties: Ensuring the smooth running of the restaurant and assisting the Managing Director in most administrative work; in charge of activities and welfare of all the restaurant staff; ensuring constant supply and availability of goods and services for the upkeep of the restaurant; etc

**Imperial Computer Systems Limited** – Tema, Ghana - Nov. 1997 – November 2007

Post: Computer Tutor; Management Committee Member

Duties: Teaching various computer softwares and assisting in the smooth running of the school; part of Management Committee overseeing the smooth running of the school and other administrative issues

**G "n" E Business Solution** – Tema, Ghana – March 2002 – June 2002

Post: Internet Advisor/Training School Consultant (Contractual)

Duties: Managed the Internet Cafe. Drawing up programs and modules for the establishment of a computer training school

**AQ Solutions** - Accra, Ghana - August - November 2001

Position: Software Developer (Contractual)

Duties: Development of databases for end users (outsourced contract)

**Astral Technologies Limited** - Tema, Ghana - September 1998 - August 1999

Post: Administrator

Duties: Responsible for all administrative duties of the Company as one of the number of companies supplying safety equipments to Ashanti Goldfields Mining Company

**BEAS Tech Systems Limited** - Tema, Ghana - June 1998 - May 1999

Post: Administrator/Officer in charge of Training

Duties: Responsible for all administrative and financial issues concerning the company; lecturing in various Computer Software programs

**A & J Comm. & Business Center** - Tema, Ghana - Jan. 1997 - July 1997

Post: Office Staff

Duties: Operating the phones, photocopier & general computer works including Desktop publishing & faxing, both manually and through the Internet.

**Mampam Company Limited** - Tema, Ghana - Dec. 1995 - Jan. 1997

Posts: [i] Apprentice [ii] Grade II Electrician [iii] Administrative Assistant

Duties: [i] Studied the practical techniques of the trade after which I was promoted to a Grade II Electrician. [ii] Undertook domestic / light industrial wiring.

[iii] Compiling reports on financial administration; assisting in planning and drawing out of strategy for implementing and executing projects.

**Express Books & Publications Service International** - Tema, Ghana - 1994 – 1995

Post: Administrative Assistant

Duties: Assisted Manager to compile administrative reports; recommending changes needed to be effected or additions to be made in the overall administration of the company based on current business trends.

**Starry House Company Limited** - Tema, Ghana - 1993 - 1994

Positions: Clerk / Courier / Operator's Boy

Duties: General office duties; dispatching, collecting and delivering of company mails; and later apprenticed to the chain saw operator.

#### **Some Short Courses Undertaken/Workshops/Conferences Organized And Participated In – 2002 Till Date**

- ToT Workshop on Nonprofit Board Governance - DARC, Nigeria & The Ford Foundation – November 2002
- Leadership Development Program (LDP) – UNDP – November 2003; January – April 2004
- Advanced LDP Capacity Transfer Program – UNDP – October 2004
- Funding Proposal Development & Writing – March 2003
- Funding Program Development, Implementation, Monitoring & Evaluation – June 2003
- Community Capacity Enhancement – UNDP (Trainee) – April – May 2004
- Community Capacity Enhancement – UNDP (Trainer) – August 2004
- Ghana Common Country Assessment (CCA)/United Nations Development Assistance Framework (UNDAF) Technical Working Group Prioritization Retreat, represented NGOs and CSOs – November 2004
- Ghana Ministry of Justice HIV and AIDS Workplace Program Outdooring – March 2004
- National HIV and AIDS Research Conference – February 2004, Planning Committee Member
- Commission on HIV and AIDS and Governance in Africa [CHGA] Interactive – HIV and AIDS and World of Work International Conference – rappoteured working group on Informal Sector – November 2004
- Allan Guttmacher Institute/Plan Parenthood Association of Ghana symposium on Adolescent Sexual and Reproductive Health – March 2004
- Advocacy Skills Development Workshop organized by Ghana HIV and AIDS Network (GHANET) and supported by UNAIDS, Africa Council of AIDS Service Organizations [AfrICASO] and International Partnership Against AIDS (IPAA) – Organizing Committee Member – October 2004

- Dr David Wilson of the World Bank presentation on new and emerging trends in HIV and AIDS work
- West Africa Project to Combat AIDS and STI [WAPCAS] dissemination day in challenges and achievements of collaborative projects with Government of Ghana – August 2004
- Joint Review of National response to HIV and AIDS in Ghana, represented NGOs and CSOs, organized by Ghana AIDS Commission – 2005 – 2009
- Fiduciary, Financial and Procurement Procedures Management training workshop organized by Ghana AIDS Commission – January 2005
- Member of the UNAIDS Technical Working Group on HIV and AIDS in Ghana, representing NGOs and CSOs comprising of representatives from all the UN Agencies, International Donor Community, Government of Ghana, Associations of Persons Living With HIV and other major stakeholders, hosted and steered by UNAIDS in collaboration with Ghana AIDS Commission – 2004 – 2010
- Western Africa Network of AIDS Service Organization (WANASO) Regional Workshop on Sharing of Best Practices and Experiences in Network Management, Bamako, Mali in April 2005 – Ghana representative
- Western Africa Network of AIDS Service Organization (WANASO) Regional Training Workshop on Development and Community Project Management in the Fight Against HIV and AIDS and Mobilization of Resources, Accra in September 2005 local organizing committee member
- “Dance 4 Life” Workshop organized by GHANET in collaboration with Tabeisa, UK – Nov. 2005
- African Council of AIDS Service Organizations (AfriCASO) Regional Workshop on HIV and AIDS and Human Rights, Toubab Dialaw, Senegal in November 2005 – Ghana representative
- Global Youth Coalition on HIV and AIDS (GYCA) Preparation for the 16<sup>th</sup> International AIDS Conference in Toronto E-Course 1 – Dec. 2005
- First National Partnership Forum organized by the Ghana AIDS Commission comprising Government of Ghana, Development Partners and Bi-laterals, Civil Society and the United Nations in March 2006 in Accra
- Monitoring and evaluation of donor-funded projects in 17 rural communities in Brong Ahafo and Western Regions in Ghana, which involved data collection, as enumerator and field supervisor – August 2006 and May 2009 respectively
- African Civil Society Coalition Consultation on HIV and AIDS, Abuja, Nigeria from April 10-12, 2006, assisted conference rapporteur team
- African Civil Society Coalition pre-AU Summit on AIDS, TB and Malaria Consultation, Abuja, Nigeria, May 1, 2006 – Ghana representative
- One of three West African representatives of the African Civil Society Coalition on HIV and AIDS to the African Union Special Heads of State Summit on AIDS, TB and Malaria, Abuja, Nigeria, May 2-4, 2006
- AITEC West Africa 2004 (Technology exhibition fair and conference) – Rapporteur of the entire conference sessions – June 2004
- Training in HIV Psychosocial Counseling, Accra, Ghana - September 18-29, 2006
- Master Trainer, HIV Anti-stigma ToT, Tamale, Ghana - November 6-10, 2006
- Results-Oriented Strategic Human Resource Management – GIMPA Accra, Ghana – February 6-24, 2007
- TASO Experiential Attachment to Combat HIV and AIDS (TEACH), Tororo, Uganda - Sept 3-28, 2007
- National Autism Awareness and Training Program – February – March, 2008

- Data Collection and Management Training Workshop organized by Ghana AIDS Commission, August 16-19, 2009
- Ghana Civil Society Health Forum organized by the Ghana Coalition of NGOs in Health, September 22-23, 2009
- National Constitution Review Conference – March 1-5, 2011 ([www.crc.gov.gh](http://www.crc.gov.gh)): National platform to table for debate over 80,000 submissions to review Ghana's constitution that have been received & processed
- Médecins Sans Frontières (MSF) Staff Family and Community Members Ebola Anti-stigma Workshop – October 6, 2014, ELWA, Paynesville, Liberia. The workshop was meant to begin the process of challenging family/community stigma against MSF staff members and Ebola Virus Disease survivors
- Conduction of HIV and social protection assessment in Liberia, organized by UNAIDS – June 12-17, 2017
- Coordinated logistical arrangements...arrival, stay, meeting appointments and departure...of OSIWA consultants undertaken study on the trade of counterfeit medicines in West Africa generally and Liberia specifically – January 15, 2019 - February 8, 2019

### **Some Major Accomplishments**

- Coordinated the Emergency General Assembly and subsequent election of new crop of officers of the Liberia Network of Persons Living with HIV (LibNeP+) in January of 2017
- Part of GHANET Strategic Plan 2003-2006 development and implementation
- Head of Ethics Committee - Developed GHANET Code of Ethics
- Head of MIS Committee - Developed GHANET MIS Policy
- Drew up blueprint for and managing GHANET Website
- Participated in the development of Ghana's Annual Program of Work (APOW) for HIV and AIDS and the National HIV and AIDS Strategic Framework II – 2006 – 2010 (NSF II) as NGO representative from 2004 – 2009.
- Developed for consideration a comprehensive IT system for the successful implementation of the next phase of the “Text Me! Flash Me!” Helpline Program, a program that provides friendly, confidential and accurate, up-to-date information and counseling to phone callers on HIV and STI, including some psychosocial and emotional support to those callers who need it. It is a program funded by USAID through the SHARP-AED project for MARP, especially sex workers and LGBTQI community members. (October 2009)
- I worked with the UNDP HIV and AIDS Advisor in Ghana, the Gambia and Nigeria in a volunteer capacity from 2003-2007 assisting in implementing UNDP programs for HIV and AIDS in Ghana, the Gambia and Nigeria (Reference: The second column of page 29 of the UN Volunteers Newsletter, Volume 3, No. 1 of Monday July 19, 2004).
- Developed and submitted a proposal to Ghana AIDS Commission to fund a ToT and Care and Support program for 30 SRH Teachers and Religious Leaders, Persons Living With HIV and 14 Orphans and Vulnerable Children under 15 years of age at the Gomoa Buduburam Refugee Camp, which has been approved, funded and implemented.

- Developed and submitted a proposal to the Ministry of Education Youth and Sports on educational reforms and youth development in Ghana, and participated in the development of the integration of HIV and AIDS issues in the curriculum of junior and senior high schools' syllabuses.
- Developed and submitted a proposal to the International Labor Organization (ILO) for funding for a care and support program for refugee orphans and vulnerable in Ghana.
- Developed and submitted a proposal to The Global Fund for funding for a program of care and support and sensitization for TB related issues in selected rural communities, which has been approved, funded and implemented.
- Among other things, I have had the opportunity to train Staff Members and Directors of some local and international organizations in Tema, Accra, and Monrovia in computer software literacy and maintain computer and electrical systems, and taking on supervisory roles in some areas. I have also participated in designing program structures and curricula for use by computer training centers.
- I organized three successful billiard tourneys while I was the Supervisor at Aquarius Restaurant, a pub of international repute in Accra, Ghana and participated in organizing two since I vacated my post at Aquarius Restaurant.
- Under my leadership in Ghana Healthy Life International, we have undertaken and are currently undertaking programs in HIV and AIDS awareness creation, counseling and testing, malaria management and TB sensitization for various rural and urban communities.

**Other Social and Professional Affiliations – Local and International**

Org: Society for AIDS in Africa – SAA

Post: Member, June 2019 – Date

Org: Entrepreneurs' Network, Ghana

Post: Member, October 2009 – 2012

Org: TEACH Alumni, Ghana

Post: Founding Member, October 2007 – Date

Org: African Civil Society Coalition on HIV and AIDS

Post: Ghana Local Focal Person, April 2006 – January 2010

Org: Global Youth Coalition on AIDS (GYCA)

Post: Member, 2005 – Date

Org: Ghana Information Networking and Knowledge Sharing (GINKS)

Post: Member, November 2003 – Date

Org: Ghana HIV and AIDS Network (GHANET)

Post: Secretary, National Executive Committee, September 2002 – January 2010

Club: ROTARACT Club of Tema, 2001 - 2006

Post: Member; International Service Director - Yr 2001/2

Club: Ghana/Caribbean Friendship Association,  
Post: Member - February 2002 – 2012

Club: Jazz Society of Ghana  
Post: Member - May 2004 - 2012

Club: Association of Liberian Community, Tema, 1995 - 1999  
Posts: Head and Member of various committees; Acting Secretary for 8 months

**Other Non-certified Abilities**

Clearing & Forwarding of goods at sea ports  
Script writing, editing and directing  
General/Graphic Designing (Desktop Publishing)

**Hobbies**

Farming, listening to music, reading, researching, teaching, playing pool & scrabble, soccer-maniac.