

BENJAMIN ADDO-OSAFO AMOAH

P.O. Box MD 935 Madina, Accra,

Telephone: +233-545-206-876. E-mail: minben19@gmail.com

CURRICULUM VITAE

PROFILE

Mr. Benjamin O.A Amoah holds a Master's in Development Policy and Planning & a B.Sc. Development Planning from the Kwame Nkrumah University of Science and Technology, Kumasi, Ghana. He has diverse expertise in Development Policy, Planning and Administration; Plan Implementation and Management; Monitoring and Evaluation; Social Policy Planning; Rural and Community Development; Project Management, etc. I am result-oriented and a team player with an excellent sense of responsibility. I am an individual who is quick to grasp new ideas and able to take initiative, demonstrate high motivation, and coordination, pay attention to details, and able to meet deadlines. As an optimistic, friendly, and resourceful person, I am open to exploring knowledge and experience in new frontiers of life.

PERSONAL INFORMATION

Name:	Benjamin Addo-Osafo Amoah
Marital Status:	Single
Date of Birth:	12 th April, 1998
Nationality:	Ghanaian
Languages:	English, Twi, Guan

EDUCATIONAL BACKGROUND

- MSc. Development Policy & Planning.**
Kwame Nkrumah University of Science and Technology-Kumasi, Ghana
January 2023 - November 2024
- BSc. Development Planning – Second Class (Upper Division)**
Kwame Nkrumah University of Science and Technology-Kumasi, Ghana
August 2017- September 2021
- Corporate Professional Membership Certificate**
Ghana Institute of Planning
Obtained in November 2024.
- Certificate in Planning Process, Tools and Techniques**
Ghana Institute of Planning
A (7) week Continuing Professional Development Course (CPD)

5. Certificate in Planning and Implementation of Advocacy Action

Ghana Institute of Planning

A (3) week Continuing Professional Development Course (CPD)

6. West African Senior School Certificate Examination (WASSCE)

Agogo State College

August 2012 – June 2015

EMPLOYMENT HISTORY

Organization: Ghana Institute of Planning (GIP)

Date: November 2023 to date

Position: Programme and Research Officer

Duties:

- Plan, implement, and evaluate programs aligned with the Institute's mission and objectives.
- Develop project plans, set milestones, and ensure the timely delivery of program outputs.
- Lead the design and execution of research projects, including literature reviews, surveys, and interviews.
- Collect and analyze data using appropriate research methodologies.
- Prepare comprehensive research reports and present findings to internal and external stakeholders.
- Engage with internal departments, government agencies, NGOs, and other stakeholders to understand their needs and incorporate feedback into programme and research design while cultivating and maintaining effective relationships with partners and collaborators.
- Contribute to developing grant proposals and funding applications to secure resources for research projects and programme initiatives.
- Establish and maintain a robust data management system, ensuring the security, integrity, and confidentiality of research data.
- Stay informed about relevant policies and regulations impacting planning and development.
- Analyze policy implications and provide recommendations for the Institute's strategic positioning.
- Provide training and capacity-building activities for members of the Institute.
- Develop CPD Modules and Training courses for both members and new applicants of the Institute.
- Prepare clear and concise reports on program outcomes and research findings.
- Effectively communicate results to internal and external audiences through various channels.
- Develop and implement monitoring and evaluation frameworks for programs and research projects.
- Utilize evaluation findings to refine program strategies and enhance outcomes.
- Contribute to the development and management of program budgets.
- Ensure responsible and efficient use of financial resources.

- Assigned responsibilities from time to time by the Secretariate of the Institute.

Organization: **Ghana Institute of Planning (GIP)**

Date: October 2021 to 2023

Position: Student Liaison Officer

- Duties:**
- Managed Students' compliance and ensured all documentation was in order.
 - Facilitated communication between the institute and students while maintaining a constant link with them.
 - Assigned general administrative duties from time to time by the Secretariate of the Institute.
 - Liaised with planning educational institutions to organize student engagement forums, workshops, and seminars to improve student professional development in the Institute.
 - Aided in the facilitation of student registration with the institute.
 - Assisted in facilitating and organizing Basic Professional Qualification (BPQ), Continuous Professional Development (CPD) Training, and Examination for new applicants and members of the Institute.
 - Member of the inauguration team in the establishment of new zonal chapters of the Institute.
 - Planning Committee Member, Annual General Conference and Meeting (AGCM) for the year 2022 and 2023 respectively.

Organization: **Network of Entrepreneurs and Young Leadership Foundation, Ghana**

Date: September 2021 to February 2023

Volunteer: Greater Accra Regional Lead Coordinator

- Duties:**
- Led the regional coordinating team to initiate and formulate plan implementation strategies to achieve the goals of the foundation at the regional level
 - Coordinated, monitored, and evaluated the implementation of plans, and programs and assess performance of the foundation at the regional level.
 - Preparation of communication strategies for plan implementation and management.
 - Represented the Greater Accra regional coordinating team at the national level of the foundation.

Organization: **Asante Akim North Municipal Assembly, Ghana**

Date: May 2019 – August 2019

Occupation: An Intern, District Planning and Coordinating Unit

- Duties:**
- Aid in the preparation of Composite Annual Action Plan for the Municipal
 - Helped the DPCU in District Performance Assessment using DPAT
 - Preparation of Local Economic Development quarterly reports and minutes.
 - Preparation and Compilation of Quarterly Memorandums
 - Preparation of Progress and Monitoring/Site reports.

COMPUTER APPLICATION

Working knowledge in the following applications:

- o Microsoft Office Suite (Word, Excel, and PowerPoint)
- o Geographic Information System (GIS)
- o Kobo Collect Toolbox and SPSS

LEADERSHIP EXPERIENCE AND PROFESSIONAL MEMBERSHIPS

- o Corporate Member, Ghana Institute of Planning – December 2024 ongoing
- o Graduate Professional Membership, Ghana Institute of Planning (GIP) – 2022 to November 2024.
- o Student Member, Ghana Institute of Planning – 2017-2021.
- o President, Ghana Association of Student Planners, KNUST – 2020-2021.
- o Vice President, Ghana Association of Student Planners, KNUST – 2020-2021.
- o Member of the First Senate, College of Arts, Built Environment and Education Students' Association (CABEESA-KNUST) – 2020-2021.

CONSULTANCY & RESEARCH

- o A thesis submitted to the Department of Planning, KNUST as part of a Master's degree program – “An Assessment of the Effects on the Compliance with Spatial Planning Requirements and Development Permit Exemption for Security Institutions in Ghana: A Case of the Ghana Police Service (Unpublished research).” - 2023
- o A Dissertation or Special Study submitted to the Department of Planning as part of my Undergraduate degree program – “Examination of the Dimensions of Social Vulnerability among Slum Dwellers and Its Implications to Ghana: A Case Study of Kumasi Metropolis (Unpublished research)” - 2021.
- o Project Team Member (SMEC Consult Limited) - Preparation of Kumasi Metropolitan Assembly Sanitation Masterplan and Strategic Action Plan funded by the Japan International Cooperation Agency (JICA) - 2024.
- o Project Team Member – Ghana Institute of Planning in Partnership with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Ghana to Organize a Stakeholder Workshop on Harmonizing Planning Education in Ghana. Representatives from all Planning Schools in Ghana were invited to review their curricula to ensure they meet the standard for GTEC accreditation and Planning Practice - 2024.
- o Team Member Project Technical Working Group – Urban Observatory Reference Group. The European Union (EU), through Expertise France (EF), is supporting the MLGDRD under the Sustainable Cities Project – Phase 1 (Component 1) to structure and operationalize a national Urban Observatory (UO) in Ghana that will act as a data analysis and management hub of the Ministry of Local Government Decentralization and Rural Development (MLDRD) bringing together people and institutions to work collaboratively with a common vision to use data for empowering communities - 2024.

REFEREES

1. Pln. Percy Anaab Bukari
President, Ghana Institute of Planning
+233 24 469 4634
2. Dr. Stephen Appiah Takyi
Senior Lecturer, Department of Planning & 1st Vice President, Ghana Institute of Planning
+233 55 284 2067
3. Pln. Mohammed Alhassan Damba
Immediate Past President (IPP), Ghana Institute of Planning
+233-245-496-917